



**DRAFT**  
**2013 | 2014 ANNUAL REPORT**



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# CHAPTER 1



## Mayor's Foreword and Executive Summary



### 1.1. Mayor's Foreword

Within our current economic climate the Langeberg Municipality continues to face great economic and fiscal challenges. However challenging, the long term prospects of this area, renowned for its picturesque, natural beauty, drives us to turn it into one of this country's greatest gems. It gives me great pleasure to announce our steadfast growth and development of the area during the 2013/2014 financial year.

Under the political direction of the DA, this municipality is in a process of being steadily steered through a system of improved governance. In achieving our quests for 2013/2014, the Executive Mayoral Committee focussed on accountable and improved service delivery. Our focus aligned well to Provincial and National Growth and Development Strategies and corrective actions were taken to ensure achievement of the strategic objectives of the IDP.

Our priorities centred Langeberg Municipality towards accountability in service delivery, good governance and laying the foundation for better execution of services to our people. Having our people at the centre of all our actions also necessitated a focus on clearer communication, more accessible information and better engagement with the community.

The Langeberg Municipality has worked hard to maintain and to once again achieve the highest accolade from the Auditor General by achieving a clean audit status for the 2012/13 financial year. This honour was achieved through both political and administrative will, alike. All played a pivotal role in complying with existing municipal systems as well as new ones developed and implemented to transform the municipality into a well functioning organisation. Maintaining this status in future will no doubt be the goal of all.

Our strategic direction for the past year brought about a fundamental shift in perspectives, both internally and externally. The Mayoral Committee, with its targeted approach to reach and engage our community and to bring about administrative stability, made steady progress towards reaching set goals to meet the needs of our people.

Half way through our term of governing the Langeberg Municipality, we are proud of our accomplishments. Objectives to improve service delivery in essential services – in particular refuse removal, access to water and sanitation, clean drinking water and provision of electricity to households - were substantially met and testify our commitment to maintain high levels of service delivery.

Having laid a strong, guiding foundation, we are well on our way in setting and keeping the Langeberg Municipality on course for sustained service delivery, short- and long term growth, accessible development and clear, visible, accountable actions. It is our aim to touch the lives of all citizens living in the Langeberg municipal area and this Annual Report is testimony of our commitment to put "our people at the centre of development".



**Alderman Diana Gagiano**  
**Executive Mayor**

## 1.2. Municipal Manager's Foreword

This past financial year, the Langeberg Municipality's general focus remained on service delivery, financial stability and development of the community and municipal area, whilst my specific focus shifted to organisational health, legislative compliance and improved communication. The aim of this specific focus was to lay a solid foundation for Langeberg Municipality to engage in accountable and participative local government practices. As such, interventions were aimed at the internal organisation - ensuring clear directives, better oversight and controlled compliance as well as improved external engagement with the community through, amongst others, improved access to directives and information. Examples of these specifically, targeted interventions, can be found in the following:



### ***Improved Communication***

Improved communication featured significantly in my shifted focus. Inevitably key to this, was to ensure institutionalised capacity within the Communications Unit. This need resulted in Langeberg Municipality now having fully fledged communication and language services at its immediate disposal, leading to much needed and improved access to information. Municipal policies, notices, news and information (important to the community and/or staff) can now be accessed in all three official languages of our area and province. As such, this is not only significantly empowering to the community, but it also contributes to building a strong organisation with clear directives, well-managed knowledge and an informed staff complement who are working in an environment of change, constantly striving to improve the organisation, to embrace new strategic directions and to meet new goals. Another improvement to our internal communication is the development and availability of access to an intranet system. On completion of staff training, full implementation of the system is scheduled for the next financial year.

### ***Improved Community Engagement***

Apart from community engagements in the IDP and Budgeting process, which are strictly adhered to and complied with, the Langeberg Municipality also aims to improve its efforts of community engagement each year. In 2013/2014 we have embarked on a path to reach and touch our communities by engaging and empowering them in matters of governance. A youth summit was held during July 2013 where after issues rose resulted in the drafting of a Social Development Strategy which will be finalised in the next financial year. Community participation in the process will give communities insight, knowledge and an understanding of the document, its content and the services to which they have equitable access. Langeberg Municipality's policies and strategies, revised or newly developed, all demand some form of community engagement in its implementation processes and/or procedures. Examples of these can be found in the 2013/2014 – Community participation policy, Housing policy, Street Naming Policy and LED Strategy.

### ***Improved Performance Management***

The municipality rolled out a performance framework within the organisation up until the level of supervision. Implementation and monitoring thereof will be a targeted and continued focus in 2014/2015.

## **Functions and Powers**

Continued improvements to the internal and external environments of this municipality brought inevitable good spin-offs and improvement to the lives of the citizens of the Langeberg area. In terms of the functions and powers of local government as contained in Sections 155 -156 of the Constitution and Chapter 3 of the Municipal Systems Act, some of our service delivery accomplishments during the 2013/2014 financial year serve as proof of these and include the following:



### ***Service Delivery in Socio-Economic Development, Poverty Alleviation and Job Creation***

The Langeberg Municipality is committed to the social and economic development of our people and area.

Unemployment and a lack of skills development continue to be of the biggest problems hampering the economic growth of the Langeberg area. The municipality, with the assistance of the Expanded Public Works Programme (EPWP) and the Municipal Infrastructure Grant (MIG), invested substantially over the past financial year in job creation and skills development within the area. 437 new work opportunities were created through the municipality's EPWP programme – nearly double the annual target set in this regard.

Langeberg municipality is also committed to poverty alleviation and has provided well for indigent grants in its annual budget. The Municipal Council made provision in its budgets to subsidise 7000 indigents households, and approximately 6700 indigents on average received subsidies of 50 Kwh free basic electricity, refuse removal and 6 KL of free basic water per month.

We are progressively investing in the poor and unemployed each year. A new Grants-in Aid policy has been developed and implemented to assist organisations, serving our poor communities, with funding. A number of Grant-in-Aid Contracts have been signed and managed in 2013/2014. These organisations are performing functions that resorts within the powers of the municipality as envisaged in the Constitution.

Various economic development opportunities have been made available throughout the area. Specific attention was given to Tourism development and marketing of the broad municipal area.

The Langeberg Contractor Development Programme aimed to enhance the capacity of local small contractors, to take advantage of public and private infrastructure projects as well as EPWP projects rolled out by the public and private sector - thus strengthening the construction sector and contracting capacity within the municipal area.

Implementation of our Local Economic Development Strategy, which has been adopted in 2013/2014, will certainly unlock more opportunities within the Langeberg municipal area in the future.

The municipality achieved its set targets for social development well. Various social development programmes ran within the community during the 2013/2014 year, especially in rural areas. It is our aim to intensify our efforts for improved social development in the next financial year.

### ***Service Delivery in Infrastructure Development and Maintenance***

The rehabilitation and upgrade of Muskadel Street in Ashbury, Montagu, was completed in 2013/14, as well as various other infrastructure projects.

### ***Service Delivery in Maintaining Environmental Health***

The Municipality is committed to provide and maintain a healthy environment and performed well in over-achieving its target to increase the tonnage of recycled domestic waste in the municipal area.

### ***Service Delivery pertaining to Good Governance***

2013/2014 saw various revisions to existing policies and strategies as well as the development of new municipal directives. As such, Council has adopted the Local Economic Development Strategy, the Municipal Delegations System, two Bylaws as well as those policies mentioned prior.

### ***Shared Functions***

The functions of Disaster Management and Air Quality Management (AQM) are shared with the District Municipality.

## Expressed confidence by Auditor General

The Auditor-General awarded the Langeberg Municipality with a clean audit for the 2012/2013 financial year. This 2<sup>nd</sup> consecutive expression of confidence in Langeberg Municipality brings assurance to our citizens and all stakeholders that this municipality is in good hands and that the foundation, laid for sound financial management, is solid for the years ahead.

I am satisfied that notes to the Auditor General's clean audit opinion for 2012/2013 have been substantially addressed and met.

## Financial Health

Although still challenged in many ways, the Langeberg Municipality is financially stable and performed well in the year under review.

## Revenue Trends by Source

In comparison to 2012/2013, revenue sources in 2013/2014 showed the following trends:

REVENUE BY SOURCE	2013	2014	TREND (ACTUAL) <i>Current year (2014) - Prior year (2013) x 100 Prior year(2013)</i>
Property rates	R 29 806 702	R 32 283 527	8.31%
Property rates – penalties and collection charges	-	-	
Service charges	R 276 233 489	R 294 331 373	6.55%
Rental of facilities and equipment	R 2 090 892	R 2 053 464	-1.79%
Interest earned – External investments	R 3 306 307	R 2 843 597	-13.99%
Interest earned – outstanding debtors	R 2 867 632	R 3 286 837	14.62%
Dividends received	-	-	
Actuarial gains	R 1 250 989	R 291 583	-76.69%
Fair value adjustments	R 39 068	R 19 005	-51.35%
Fines	R 4 018 426	R 10 845 894	169.90%
Impairment Reversal	R 3 331 913	-	-100.00%
Stock adjustments	R 39 059	-	-100.00%
Licences and permits	R 1 112 661	R 1 077 339	-3.17%
Agency services	R 2 169 449	R 2 489 816	14.77%
Government grants and subsidies	R 103 388 371	R 100 526 394	-2.77%
Public contributions and donations	R 0	R 14 900	
Other revenue	R 10 469 470	R 12 522 330	19.61%
Unamortised discount - Interest	R 60 486	R 67 882	12.23%
Gains on disposal of PPE	-	-	
<b>Total</b>	<b>R 440 184 913</b>	<b>R 462 653 942</b>	<b>5.10%</b>



## **Borrowing**

In comparison to 2012/2013, borrowing in 2013/2014 showed the following variances:

BORROWINGS	2012/2013	2013/2014	VARIANCE (ACTUAL) <i>Current year (2014) - Prior year (2013) x 100 Prior year(2013)</i>
Current	R 4 242 681	R 4 136 068	-2.51%
Non-current	R 32 203 958	R 28 640 804	-11.06%
Total	R 36 446 639	R 32 776 872	-10.07%

## **Internal Change**

No organisational change took place during the financial year under review however key appointments were made in the communications unit to ensure that we strengthen communications to the public. Furthermore a compliance officer was appointed to enhance good governance within the organisation

## **Management and Mitigation of Risks**

The management of municipal risk and legislative compliance by the Langeberg Municipality was a high priority for the 2013/2014 year. I undertook to embed a culture of risk management within the municipality, by developing a solid foundation for continuous and effective risk management. For this purpose prevention, detection, response and investigative policies and strategies have been developed. The appointment of a Compliance Officer was also effected to ensure that the Langeberg Municipality has and maintains effective, efficient and transparent systems of financial management, risk management, internal control, oversight and general compliance with legislation. The implementation of these measures improved our capacity to effectively develop and manage a proper risk register in the next financial year and thereafter. It strengthens our aim to pro-actively lower unnecessary exposure to risk and to continuously uphold Langeberg Municipality's zero tolerance to fraud and corruption, maladministration or any other dishonest activity.

We have made steady progress in achieving our stated objectives within each of its defined priority areas and acknowledge the fact that the municipality still faces major challenges. We however, remain steadfast and committed to our priorities and to our quest to address the root causes of these challenges.

Ultimately, our ability to realise our objectives means a better future, quality of life and better economic prospects to each and every person of the Langeberg area. As an organisation we believe that our institutional growth and progress thus far, provide a solid foundation to meet new challenges and to focus on providing an improved environment for sustained and shared economic growth, improved service delivery and on creating sustainable living conditions. It is our commitment to diligently continue with the task at hand and to ensure that all citizens benefit and enjoy our services and the opportunities that our area provides.

It is my privilege to present this Annual Report.



SA Mokweni  
Municipal Manager

### 1.3. Executive Overview of the Langeberg Municipality

This section of the annual report provides a summative framework of the municipality from an executive perspective and reports, in short, on how the municipality functions, its demographics and its performance in 2013/2014.

#### 1.3.1. Municipal Functioning in terms of Political and Institutional Structures, Office Bearers, Administration and Community

##### 1.3.1.1. Langeberg Municipal Council

**Table 1: Council Structure, Members and Political Alliance**

	Councillors		Political Party
1	Jacobus Daniel	Burger	DA
2	Nicolin Peter	Crouwcamp	CI
3	Teshle Sybil	De Koker	DA
4	Daniela	Gagiano	DA
5	Christopher John	Grootboom	PDM
6	Davin Adonis	Hull	DA
7	Dendeline Babara	Janse	DA
8	Rachel	Johnson	ANC
9	Rodger Renier	Kortje	DA
10	Kanyile Ivan	Klaas	COPE
11	Jacques	Kriel	DA
12	Sphiwo Petrus	Mafilika	ANC
13	Ntomboxolo Julia	Mgoqi	ANC
14	Colin Burton	Swanepoel	ANC
15	Wilford Sebenzile	Nyamana	ANC
16	Eric Mervian Jacobus	Scheffers	DA
17	Juan Renaldo O'donovan	Swanepoel	WCC
18	Eva	Turner	DA
19	Schalk Willem	Van Eeden	DA
20	Jacobus Daniel Fourie	Van Zyl	DA
21	Errol Justice	Vollenhoven	ANC
22	Mxolisi Eric	Zwedala	ANC

*\*One position is vacant within the Civic Independent*

### 1.3.1.2. Executive Mayoral Committee

**Table 2: Mayoral Committee Structure**

	Councillor		Party	PR/Ward
1	Executive Mayor	Gagiano, D	DA	PR 1
2	Deputy Mayor	Klaas, K I	COPE	PR1
3	Mayco Member	Scheffers, EMJ	DA	Ward 12
4	Mayco Member	Crouwcamp, NP	CI	PR 1
5	Mayco Member	Van Eeden, SW	DA	Ward 8
6	Mayco Member	Kortje, R R	DA	Ward 4

### 1.3.1.3. Executive Management

The Executive Management team is the key force behind the achievement of the municipality's strategic goals. The macro design of the administration in 2013/2014 is illustrated below:

#### Senior Management Team:

Mr SA Mokweni	- Municipal Manager
Mr AWJ Everson	- Director Corporate Services
Mr CF Hoffmann	- Chief Financial Officer
Mrs CO Matthys	- Director Strategy and Social Development
Mr. IAB van der Westhuizen	- Director Engineering Services

### 1.3.1.4. Section 79 - Portfolio Committees and Chairpersons

The Portfolio Committees and Chairpersons during the past financial year are set out below.

**Table 3: Portfolio Committees**

Committee	Chairperson
Corporate Services	Cllr DB Janse
Financial Services	Cllr JD Burger
Engineering Services	Cllr E Turner
Service Integration	Cllr JDF van Zyl
Strategy and Social Development	Cllr TS de Koker
Municipal Public Accounts	Cllr CJ Grootboom

### 1.3.1.5. Office of the Speaker

Councillor DA Hull was the Speaker of the Langeberg Council during 2013/2014.

### 1.3.1.6. Ward Committees

The council has twelve (12) Ward Committees which are appointed for a period of five (5) years. Each Ward Committee has approximately ten members.

The Municipal Structures Act of 1998, as amended, defines the functions and powers of ward committees as:

- (a) A structure that may make recommendations on any matter affecting its ward –
  - (i) To the ward councillor; or
  - (ii) Through the ward councillor to the Local Council, the Executive Committee or the Executive Mayor
- (b) A structure that has such duties and powers as the Metro or Local Council may delegate to it in terms of Section 32.

Ward Based Planning reviews were conducted in all twelve (12) wards during October/November 2013.

**Table 4: Ward Committees and Chairperson in 2013/2014**

Ward Committee	Chairperson
Ward 1, Robertson	Cllr JD Burger
Ward 2, Robertson (Nkqubela)	Cllr SP Mafilika
Ward 3, Robertson	Cllr E Turner
Ward 4, Bonnievale (Happy Valley)	Cllr RR Kortjé
Ward 5, McGregor	Cllr DA Hull
Ward 6, Robertson	Cllr DB Janse
Ward 7, Montagu	Cllr J Kriel
Ward 8, Bonnievale	Cllr SW van Eeden
Ward 9, Ashton	Cllr TS de Koker
Ward 10, Ashton (Zolani)	Cllr EM Zwedala
Ward 11, Ashton (Rural)	Cllr JDF van Zyl
Ward 12, Montagu	Cllr EMJ Scheffers

#### **1.3.1.7. Ward Committees and Community Participation**

The municipality work together with Ward Committees in its public participation processes and reach the community by disseminating information to them, by engaging with them in consultation and by allowing community inputs in municipal decision-making regarding service delivery, developing credible IDPs, policy formulation, budgeting processes and organisational performance. For this purpose the Ward Committees of Langeberg Municipality held various meetings with the community e.g. IDP Community Input Meetings, Ward Based Planning Sessions and ordinary Community Feedback Meetings. In addition to this a number of Community Outreach Programmes were also rolled out in the different wards.

#### **1.3.1.8. Corporate Governance and Community Participation**

#### **1.3.1.9. Municipal Imbizos**

During the month of April 2014, IDP and Budgeting processes information and consultative meetings were held for all 12 wards. Interested organisations and individuals of all sectors were invited to attend the scheduled meetings per ward. The 2013/2014 financial year Imbizos were held in Ashton and Robertson.

### 1.3.1.10. Community Liaison Workers

The Langeberg Municipality has embraced the use of CLWs to strengthen effective, participative democracy in the municipality.

**Table 5: CLWs Linkage to Wards**

CLW	Town/Area	Ward Deployed
Ms Junielle Frieslaar	Robertson	1& 3
Mr Johannes Jansen	Robertson	2 & 6
Mr Andries Willemse	McGregor	5
Ms Lindiwe Kahla	Bonnievale	4 & 8
Ms Nandipha Fikizolo	Zolani and Nkqubela	10
Ms Charmain Swanepoel	Montagu	7 & 12
Ms Natasha Plaatjies	Ashton	9 & 11

### 1.3.1.11. Performance Management Committee

The Municipal Systems Act 32 of 2000 requires the Langeberg Municipality to establish a performance management system that is commensurate with its resources, best suited to its circumstances and in line with the priorities, objectives, indicators and targets contained in its integrated development plan.

For the purpose of evaluating the performance of an employee, an evaluation panel constituting of the following persons was established in terms of Section 6.6 of the Performance Agreement –

- Mr SA Mokweni, Municipal Manager
- Alderman D Gagiano Executive Mayor
- Councillors attending the evaluations for the portfolio's they represent.
- Adv. H Linde Municipal Manager from Berg River Municipality
- Mr JJ Mostert, chairperson of the Audit Committee
- Dr G Joubert, Member of the Community for the Municipal Manager

### 1.3.1.12. Municipal Public Accounts (MPAC) Committee

Langeberg Municipality's MPAC was established on the 28 January 2013. In terms of the provision of Section 79 of the Local Government Municipal Structures Act, Act No. 117 of 1998, five (5) MPAC committee members were appointed to strengthen oversight within the municipality and to determine the institutional functionality of the Municipal Council in terms of effectiveness.

The members of Langeberg Municipal Accounts Committee are:

1. Cllr C Grootboom - Chairperson
2. Cllr E Turner
3. Cllr J Burger
4. Cllr E Vollenhoven
5. Cllr M Mgoqi

#### 1.3.1.13. Internal Audit and Audit Committee

Langeberg Municipality's Audit Committee was established on 1 August 2006. In terms of Section 166 (1) of the Local Government: Municipal Finance Management Act (Act No. 56 of 2003), members were appointed for a period of 3 years. The Audit Committee is responsible for the oversight of internal controls, financial reporting and compliance with regulatory matters. The Committee convened 5 meetings in the 2013/2014 financial year.

The members of Langeberg Audit Accounts Committee are:

- Mr JJ Mostert - Chairperson
- Mr A Amod
- Mr K Pretorius
- Mr W van Deventer

#### 1.3.1.14. Anti-Corruption and Anti-Fraud

The following fraud preventative arrangements have been instituted:

- Promotion of an ethical culture;
- Provision of training to employees;
- Adoption of policies and procedures;
- Provision of physical security for buildings; and
- Employee vetting before employees are appointed.

The following institutional arrangements are in place for the detection of fraud:

- An Internal Audit Unit has been established.
- Management takes steps against fraudulent actions.
- A Compliance Officer has been appointed in the Office of the Municipal Manager.
- Directors and the Internal Audit Department identify risks.
- An Audit Committee approves the Internal Audit Plan.

### 1.3.2. Geographical Reality of Langeberg Municipality

The Langeberg municipal area stretches over 3 332 square kilometres and includes the five towns – Ashton, Bonnievale, McGregor, Montagu and Robertson. The municipality is one of five local municipalities within the Cape Winelands District and is home to an estimated 97,724 people. The area lies at the foot of the Langeberg Mountains and is one of the largest wine-producing regions within South Africa.

The area's cultural diversity, scenic beauty, unique natural environment and rich agricultural possibilities make it one of the most attractive areas in the country – especially to tourists.

The Langeberg Municipality's vision is ***'Creating a stable living environment and sustainable living conditions for all citizens'***.

This 2013/2014 Annual Report provides an overview of the challenges and achievements of the municipality, in striving to achieve this vision over the past financial year.



### 1.3.2.1. Economy of the Langeberg Municipal Area

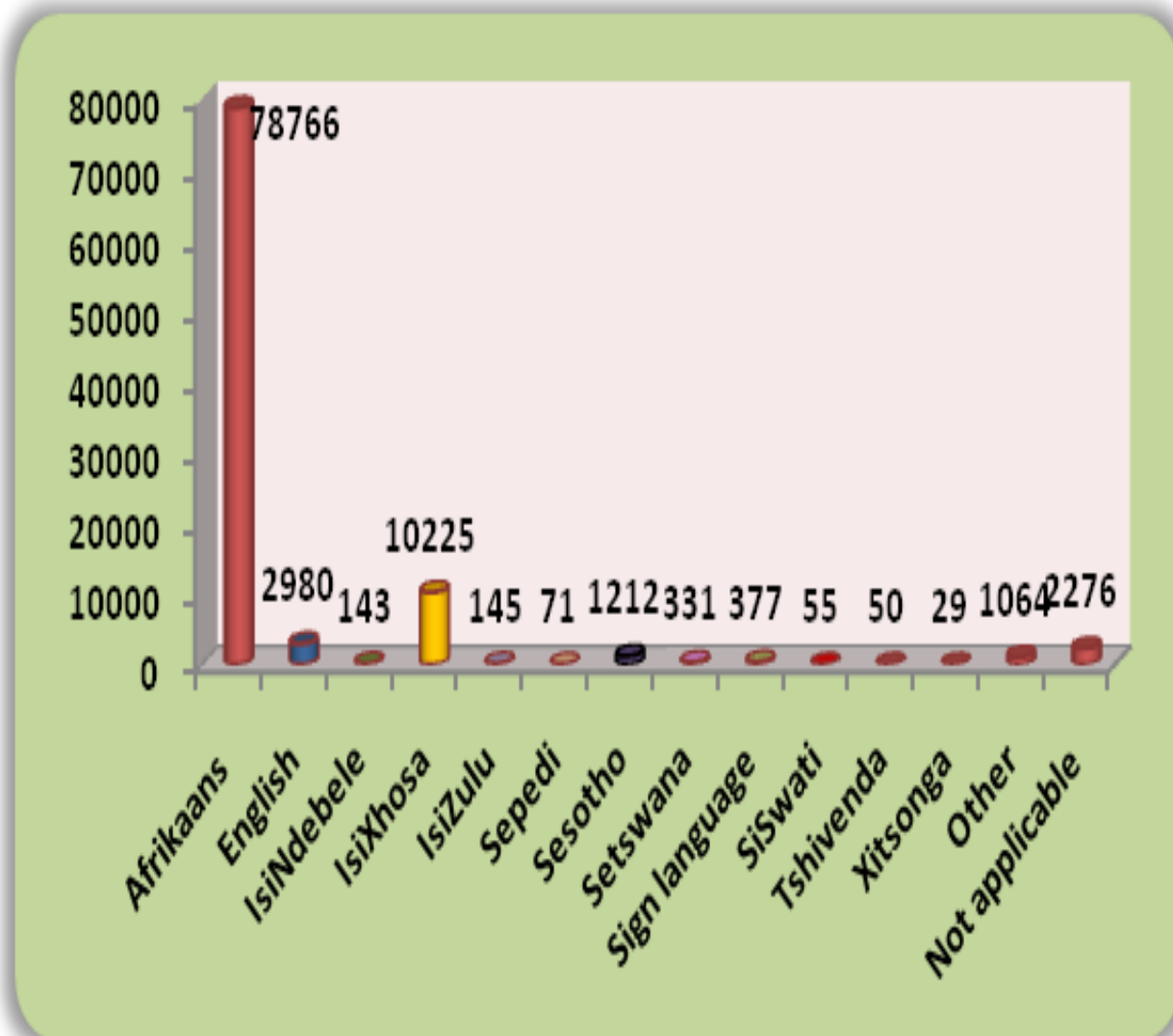
Manufacturing is the primary employing sector within the Langeberg area, followed closely by agriculture, wholesale and retail trade, followed by catering and accommodation. Despite a 3.9% growth in the economy over a ten year period, the Langeberg area has lost 2846 jobs over the same period. The highest contributing sectors to the Growth Domestic Product (GDP) are:

- Manufacturing (35.2%)
- Agriculture (20.7%)
- Wholesale and retail trade, catering and accommodation (11.5%)
- Finance, insurance, real estate and business services (10.6%)
- Transport, storage and communication (7.5%)
- Building and Construction (2.9%)

### 1.3.2.2. Language Preference within Langeberg Municipality

The language of preference for people from the Langeberg area is Afrikaans (81%), isiXhosa (10%), while three percent of the population prefers to speak English.

Graph A: Language Preference in Langeberg Municipality



**Table 6: Language Preference in Langeberg municipal area**

<b>Language</b>	<b>Preference of Language</b>	<b>% of Local Population</b>
Afrikaans	78766	81
English	2980	3
IsiNdebele	143	0
IsiXhosa	10225	10
IsiZulu	145	0
Sepedi	71	0
Sesotho	1212	1
Setswana	331	0
Sign language	377	0
SiSwati	55	0
Tshivenda	50	0
Xitsonga	29	0
Other	1064	1
Not applicable	2276	2
Total	97724	100

#### **1.3.2.3. Demographics**

According to the 2011 census survey conducted by Statistics South Africa, Langeberg's demographics can be summarised as follows:

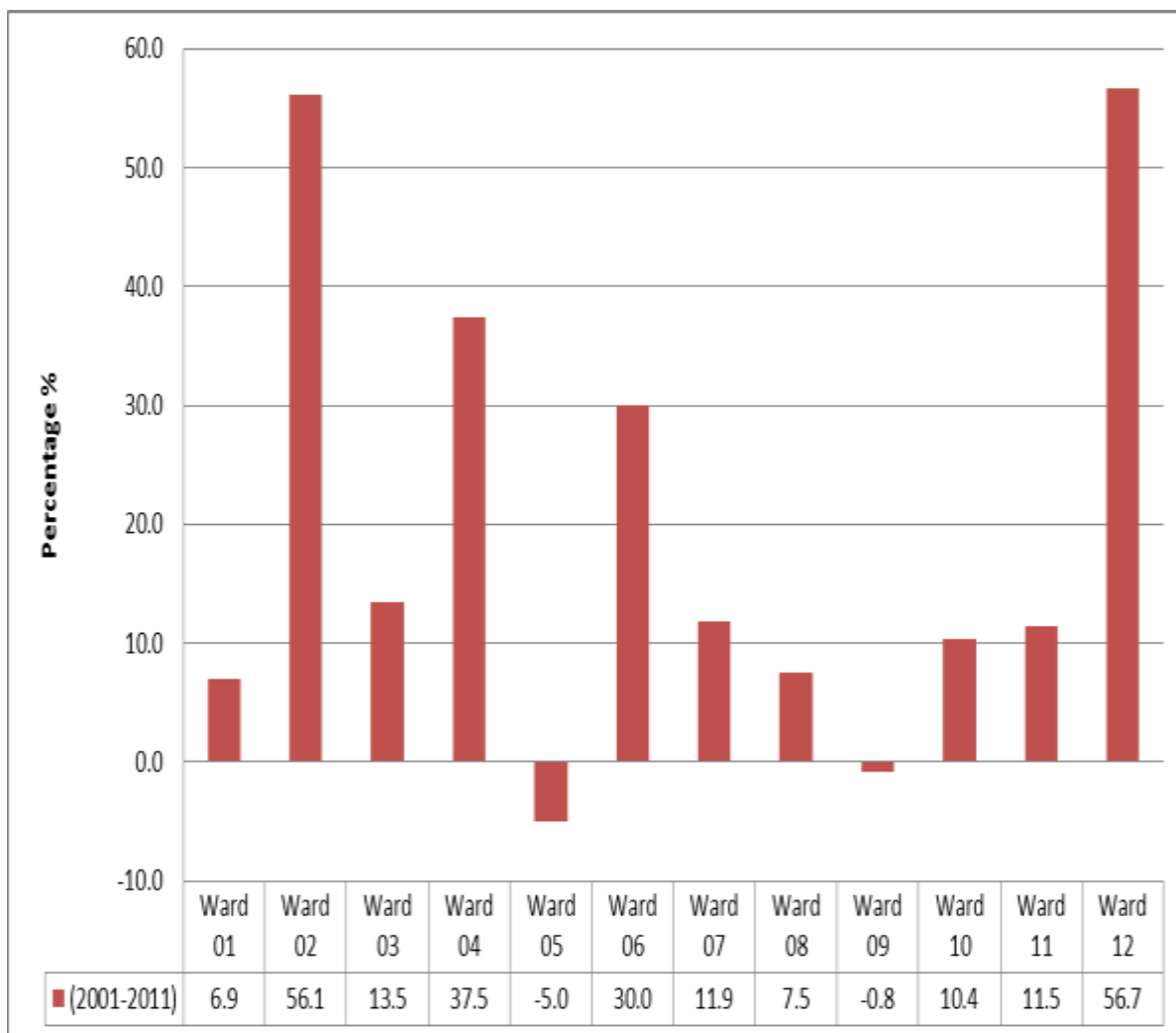
The Langeberg area has a population size of 97,724 persons, which means 12% of the people in the Cape Winelands District and 2% of the people in the Western Cape reside within the Langeberg area. Coloureds (70%) are the largest population group by race, followed by black Africans (16%), and whites (12%). Females dominate the gender composition by 51% to 49% males.

The graphs following below give some more insight into the geographical reality of the Langeberg municipal area.

#### 1.3.2.4. Population growth

The population increased across the wards with the exception of ward 5 and 9, which decreased over the ten years period. Ward 12 (56,7%), Ward 2 (56,1%) and ward 6 (30,0%) have experienced faster growth during the indicated period.

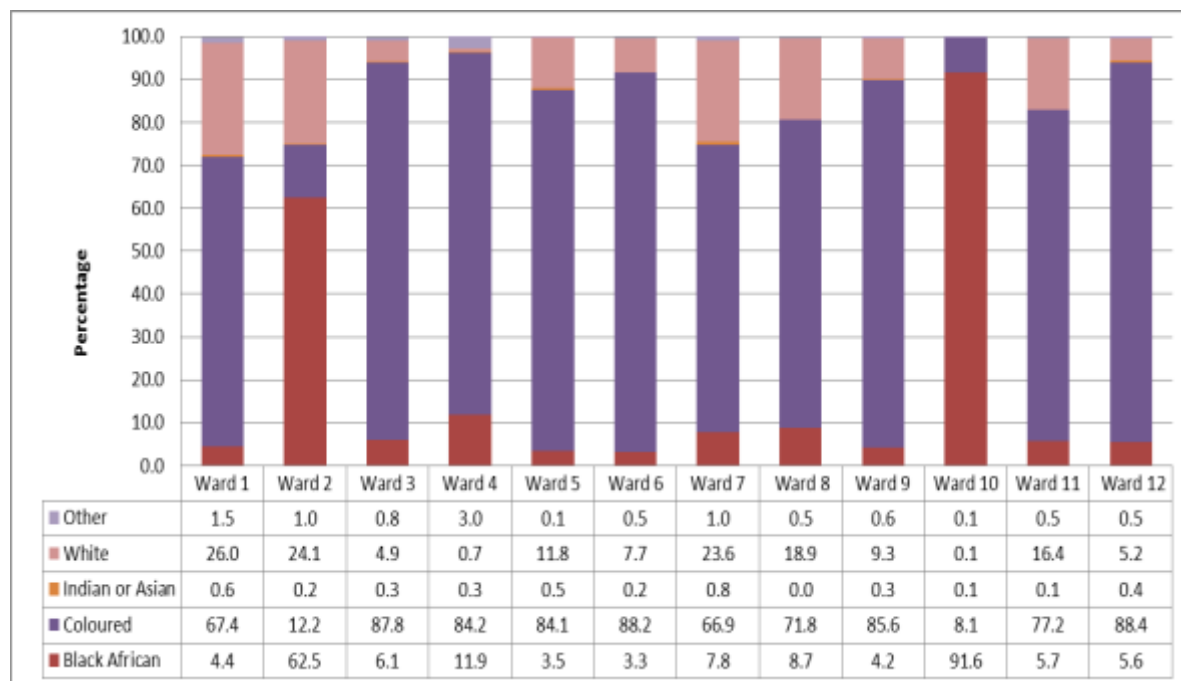
**Graph B: Population Growth in Langeberg Municipality**



### 1.3.2.5. Population Groups

The majority population group is Coloured, followed by Black African, whites and Indian/Asian across all wards except Ward 2 and 10 where the majority is made up of Black African.

**Graph C: Distribution of the population by population groups in Langeberg Municipal Wards**



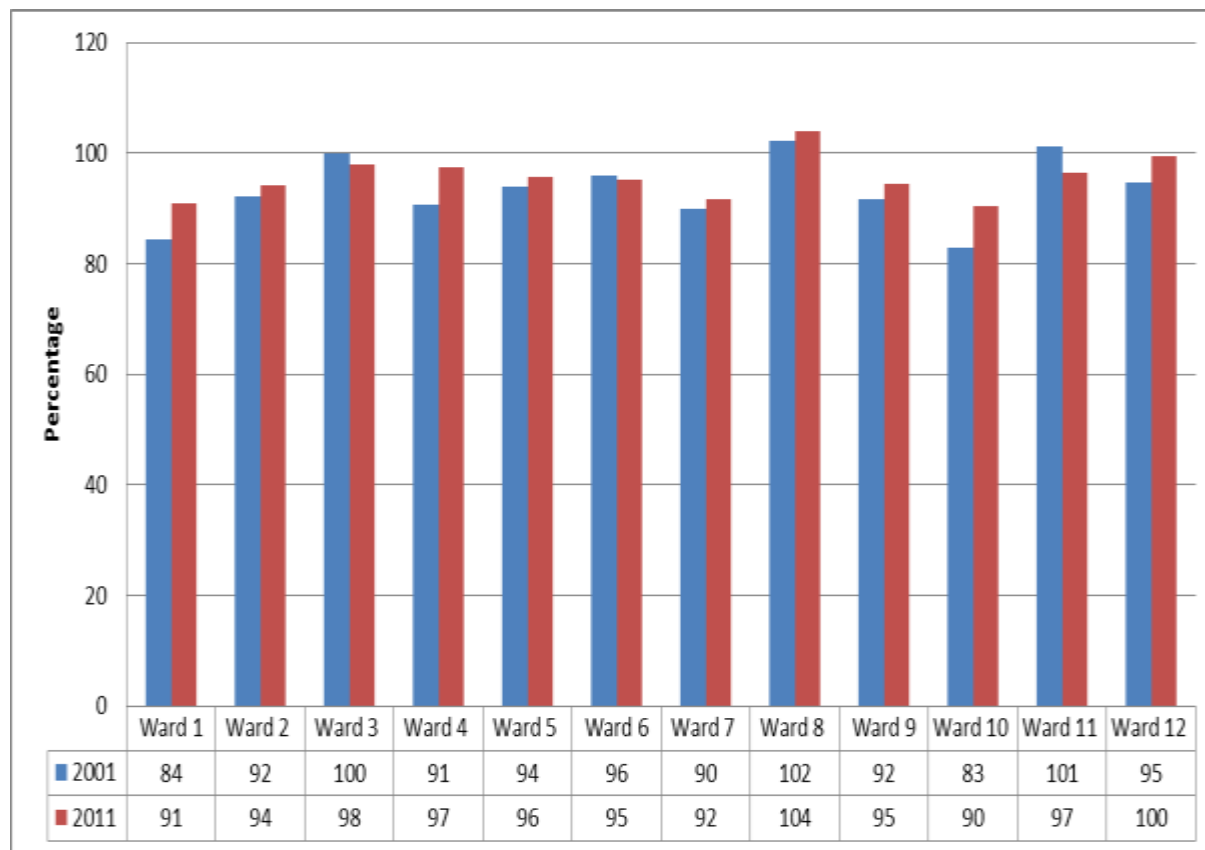
**Table 7: Distribution of the population by population group in Langeberg municipal wards**

	Black African	Coloured	Indian or Asian	White	Other	Total
Ward 01	255	3868	33	1494	88	5738
Ward 02	5545	1083	18	2136	92	8874
Ward 03	534	7632	28	430	68	8692
Ward 04	932	6612	22	52	239	7857
Ward 05	198	4745	28	664	8	5643
Ward 06	328	8645	23	750	51	9797
Ward 07	751	6467	77	2280	95	9670
Ward 08	849	6976	3	1838	48	9714
Ward 09	321	6514	23	706	45	7609
Ward 10	5128	451	7	4	8	5598
Ward 11	341	4594	3	976	32	5946
Ward 12	700	11121	47	653	65	12586
Total	15882	68708	312	11983	839	97724
%	16	70	1	12	1	100

### 1.3.2.6. Gender Ratio

There were more females than males across all wards except ward 08 in 2011. Ward 5 and ward 12 had almost the same proportion of males and females in 2001 and 2011 respectively.

**Graph D: Gender Ratio of Langeberg Municipality – Census 2011**



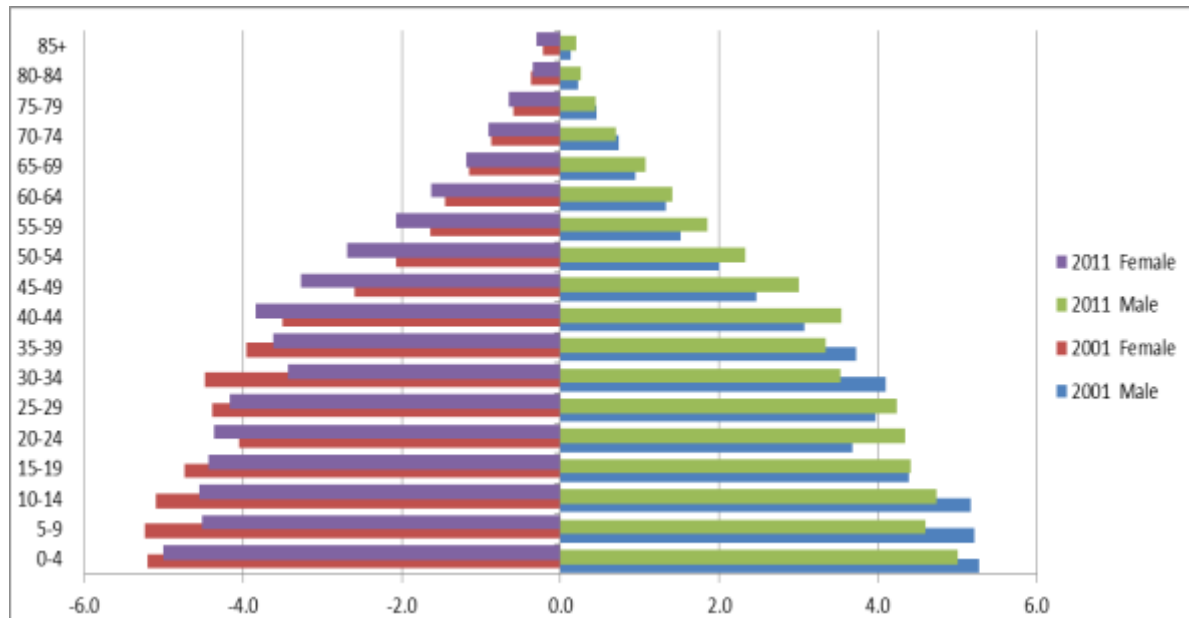
**Table 8: Gender Ratio of Langeberg Municipality – Census 2011**

	Male	Female	Sex ratio
Ward 01	2733	3005	91
Ward 02	4303	4570	94
Ward 03	4304	4389	98
Ward 04	3878	3979	97
Ward 05	2758	2886	96
Ward 06	4778	5019	95
Ward 07	4627	5043	92
Ward 08	4952	4762	104
Ward 09	3698	3911	95
Ward 10	2659	2939	90
Ward 11	2921	3025	97
Ward 12	6280	6307	100

### 1.3.2.7. Age – Gender Structure

The pyramid indicates that the majority of the population is below the age of 45 years. There has been a decrease in the number of persons between the ages 0 – 14 years in 2001 and 2011, while the number of persons between ages 40 – 60 years increased.

**Graph E: Distribution of the age and gender in Langeberg Municipality – Census 2001 and 2011**



**Table 9: Distribution of the age and gender in Langeberg municipality – census 2011**

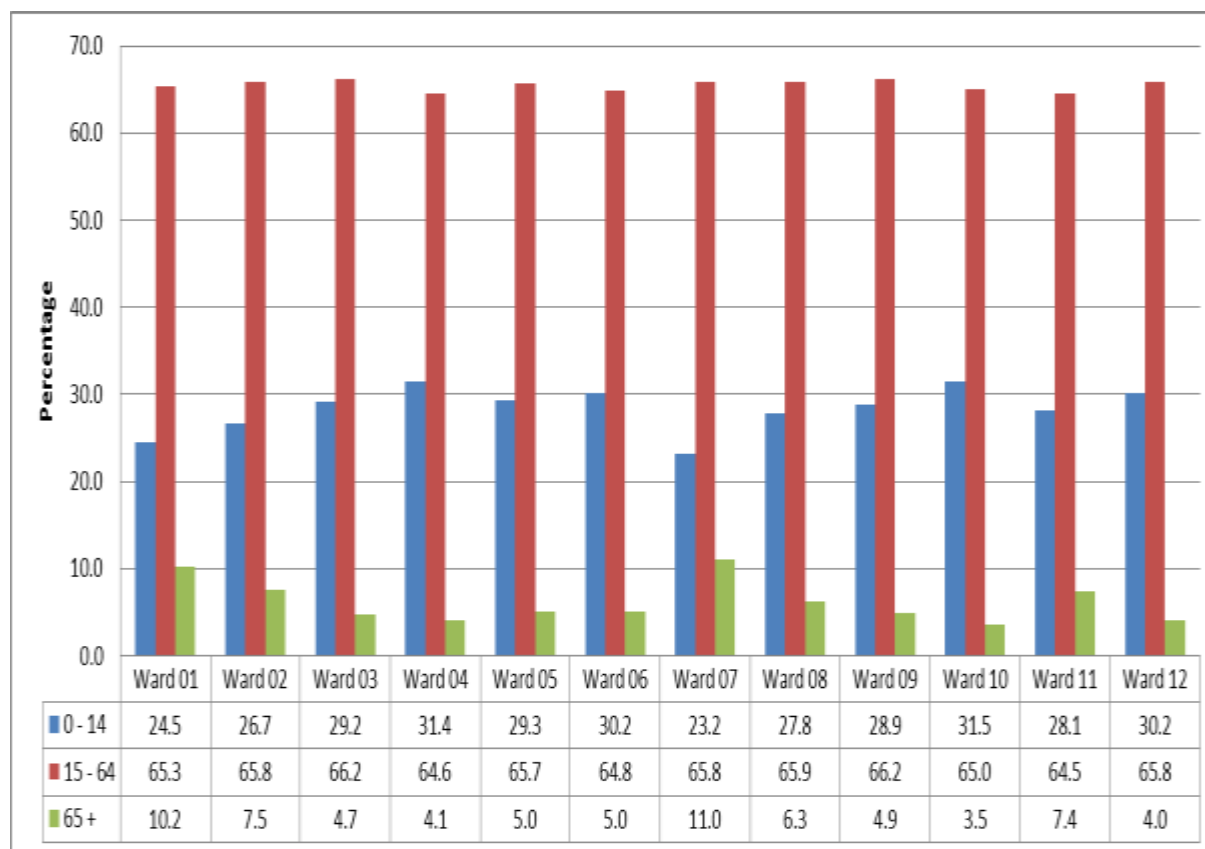
Age	Male	Female	Total
0 - 4	4894	4893	9787
5 - 9	4489	4412	8901
10 - 14	4627	4444	9071
15 - 19	4309	4335	8644
20 - 24	4241	4262	8503
25 - 29	4138	4066	8205
30 - 34	3445	3357	6802
35 - 39	3271	3534	6804
40 - 44	3463	3758	7222
45 - 49	2941	3201	6142
50 - 54	2271	2631	4902
55 - 59	1808	2024	3832
60 - 64	1376	1595	2971
65 - 69	1045	1159	2203
70 - 74	689	881	1570
75 - 79	434	641	1076
80 - 84	249	345	594
85 +	199	295	494
<b>Total</b>	<b>47891</b>	<b>49834</b>	<b>97724</b>



### 1.3.2.8. Functional Age Group

Majority of the population is made up of the functional age group 15-64 across all wards in Langeberg Municipality. Of note is the 3.5% proportion of functional age group 65+ in ward 10.

**Graph F: Distribution of the population by functional age group in Langeberg municipal wards**



**Table 10: Distribution of the population by functional age group in Langeberg municipal wards.**

	Functional group		
	0 - 14	15 - 64	65 +
Ward 01	1405	3745	588
Ward 02	2370	5840	663
Ward 03	2536	5751	405
Ward 04	2465	5072	320
Ward 05	1655	3709	281
Ward 06	2956	6352	489
Ward 07	2243	6362	1065
Ward 08	2697	6403	614
Ward 09	2196	5037	375
Ward 10	1765	3639	194
Ward 11	1674	3833	440
Ward 12	3798	8285	503

### 1.3.2.9. Dependency Ratios in Langeberg Municipality

Graph G: Dependency Ratio in Langeberg municipal wards- Census 2011

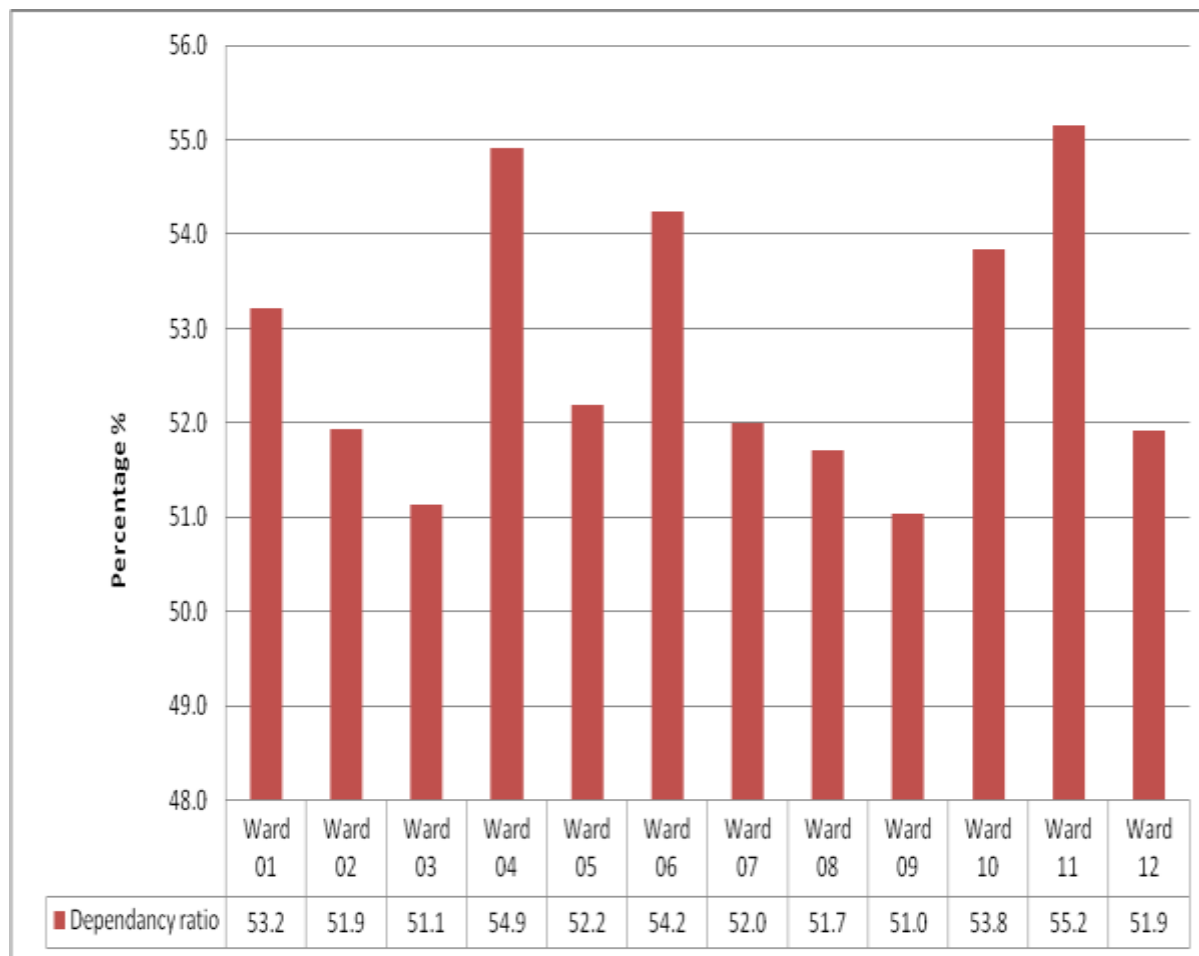


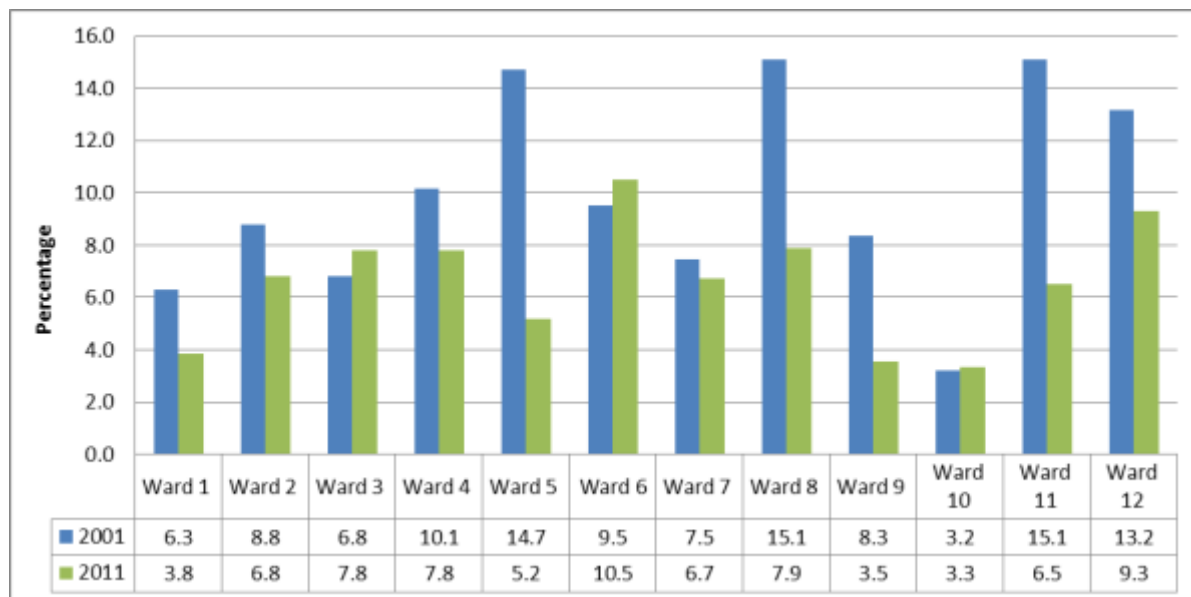
Table 11: Dependency Ratios in Langeberg Municipal Wards- Census 2011

	0 - 14	15 - 64	65 +	Dependency Ratio
Ward 01	1405	3745	588	53.2
Ward 02	2370	5840	663	51.9
Ward 03	2536	5751	405	51.1
Ward 04	2465	5072	320	54.9
Ward 05	1655	3709	281	52.2
Ward 06	2956	6352	489	54.2
Ward 07	2243	6362	1065	52.0
Ward 08	2697	6403	614	51.7
Ward 09	2196	5037	375	51.0
Ward 10	1765	3639	194	53.8
Ward 11	1674	3833	440	55.2
Ward 12	3798	8285	503	51.9

### 1.3.2.10. School attendance

Ward 6 (10.5%) had more learners between the ages 7-16 years, out of school, followed by Ward 12 (9.3%).

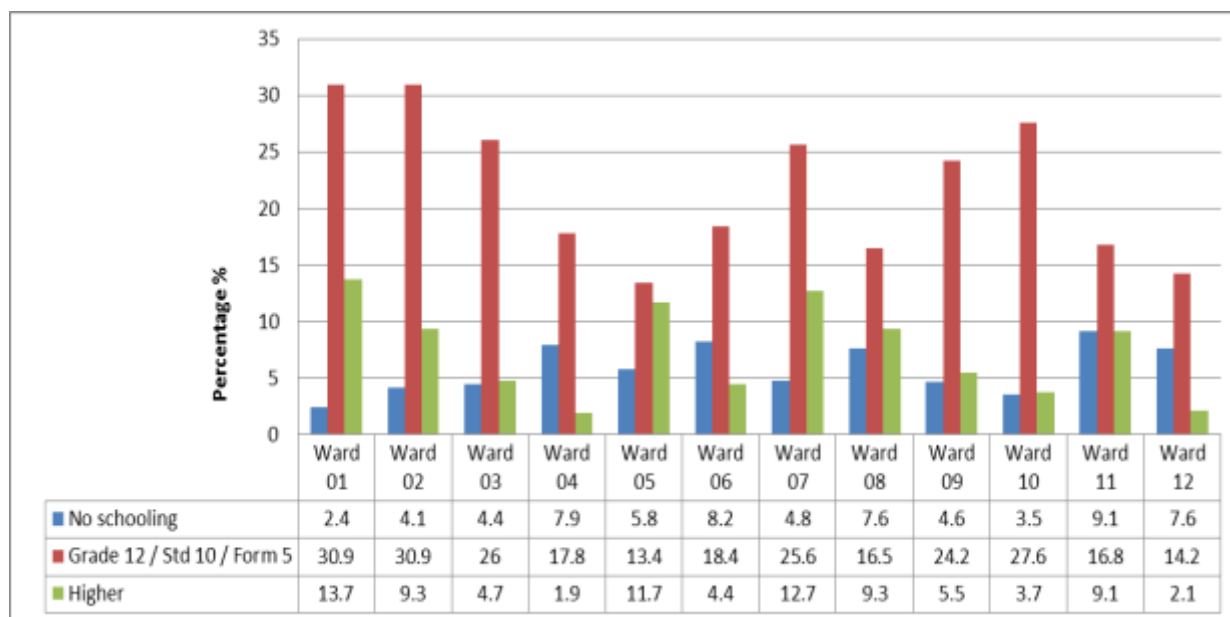
**Graph H: Distribution of the population aged 7-16 years not attending school in Langeberg municipal wards:**



### 1.3.2.11. Highest Level of Education Attained

A majority of people, aged 20 years and older, have Grade 12/ Std 10 / Form 5 as their highest level of education.

**Graph I: Distribution of the population aged 20 years and older by highest level of education in Langeberg municipal wards**



### 1.3.2.12. Labour Profile

#### i) Unemployment Rate in Langeberg Wards per Official Definition

Statistics South Africa defines unemployment as those people aged between 15-65:

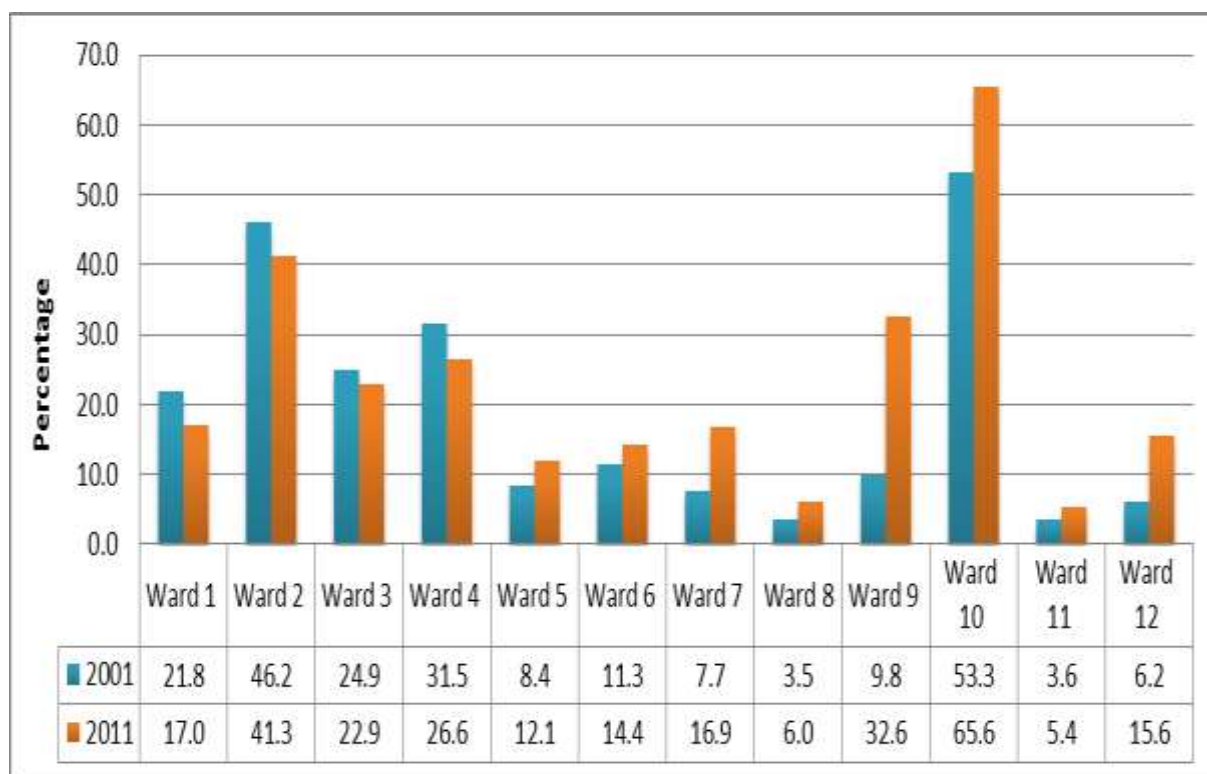
- Who did not work during the 7 days prior to 10 October (when the census commenced);
- Who want to work and are available to start work within a week of the interview; and
- Who have taken active steps to look for work or to start some form of self-employment in the 7 days prior to commencement of the census.

Persons who have become discouraged from seeking work, or who no longer take active steps to find work, are not classified as unemployed. It is thus likely that unemployment figures, tabled below, are higher than that provided in these statistics.

According to Statistics South Africa, the official unemployment figure for the Langeberg area is estimated at 5%. It should be noted, however, that the "Other not economically active" participants amounts to an overwhelming 24%. In terms of youth unemployment, 15.1% of persons aged between 15-34 years within the Langeberg area are unemployed. In the Langeberg area, many people are only employed seasonally. Employment data can thus be misleading, depending on what time of year the census was conducted.

The unemployment rate remains relatively low in most of all wards. Ward 10 recorded a high unemployment rate of 53.3% in 2001 and 65.6% in 2011. Ward 2 recorded the second highest unemployment rate.

#### ii) Graph J: Unemployment rate in Langeberg municipal wards



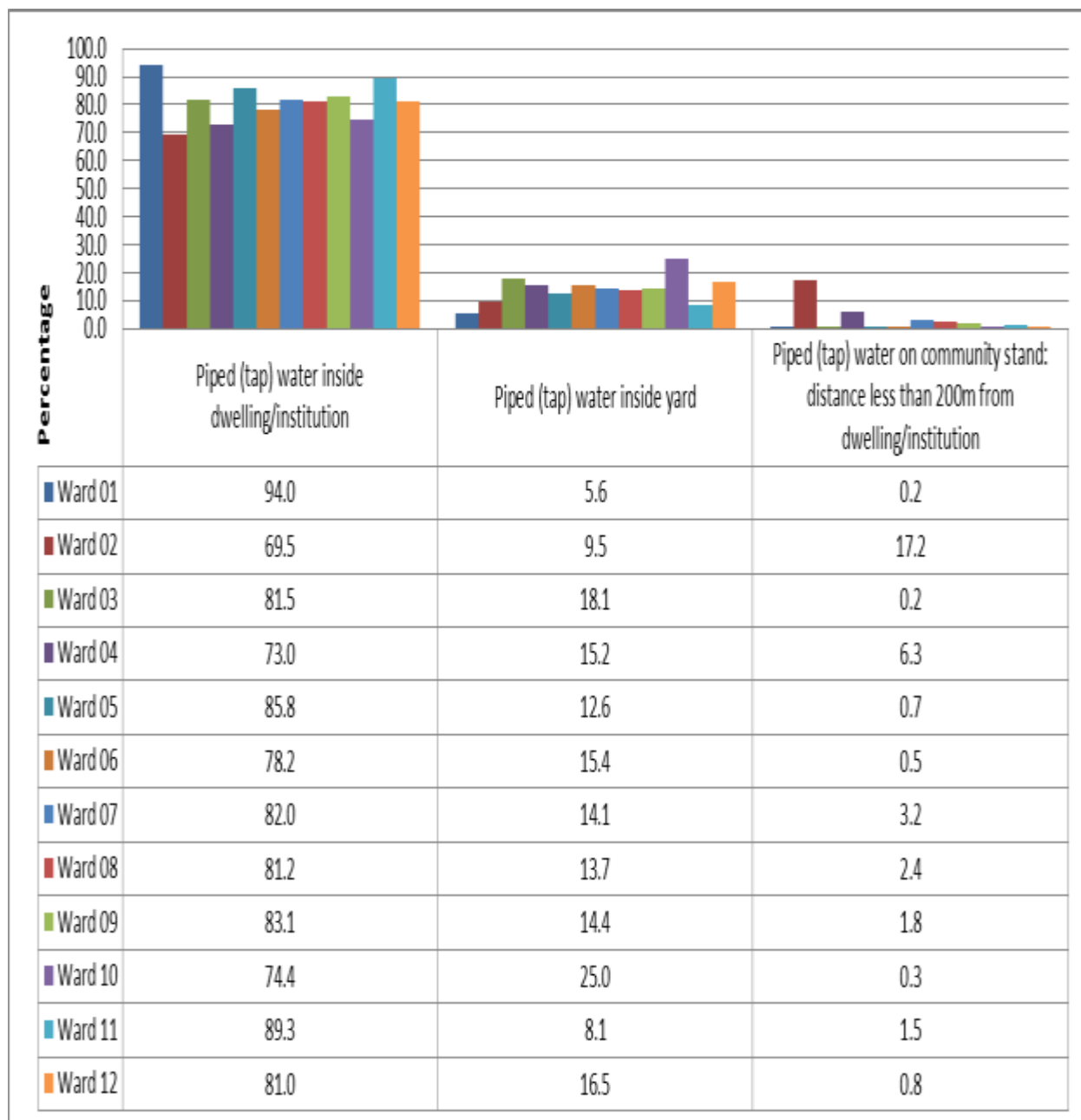
### 1.3.2.13. Access to Basic Services

#### i) Source of Water

73% of households within the Langeberg area have access to municipal or service provider water, with the rest of the households sourcing water from dams, rivers, tankers, etc. Interventions to aid water security include new and/or upgrades to water purification plants in Montagu and Ashton as well as other developments to supplement the water demand. The municipality spent 100% of its capital budget earmarked for water and sanitation infrastructure in 2013/2014.

#### ii) Access to Piped Water

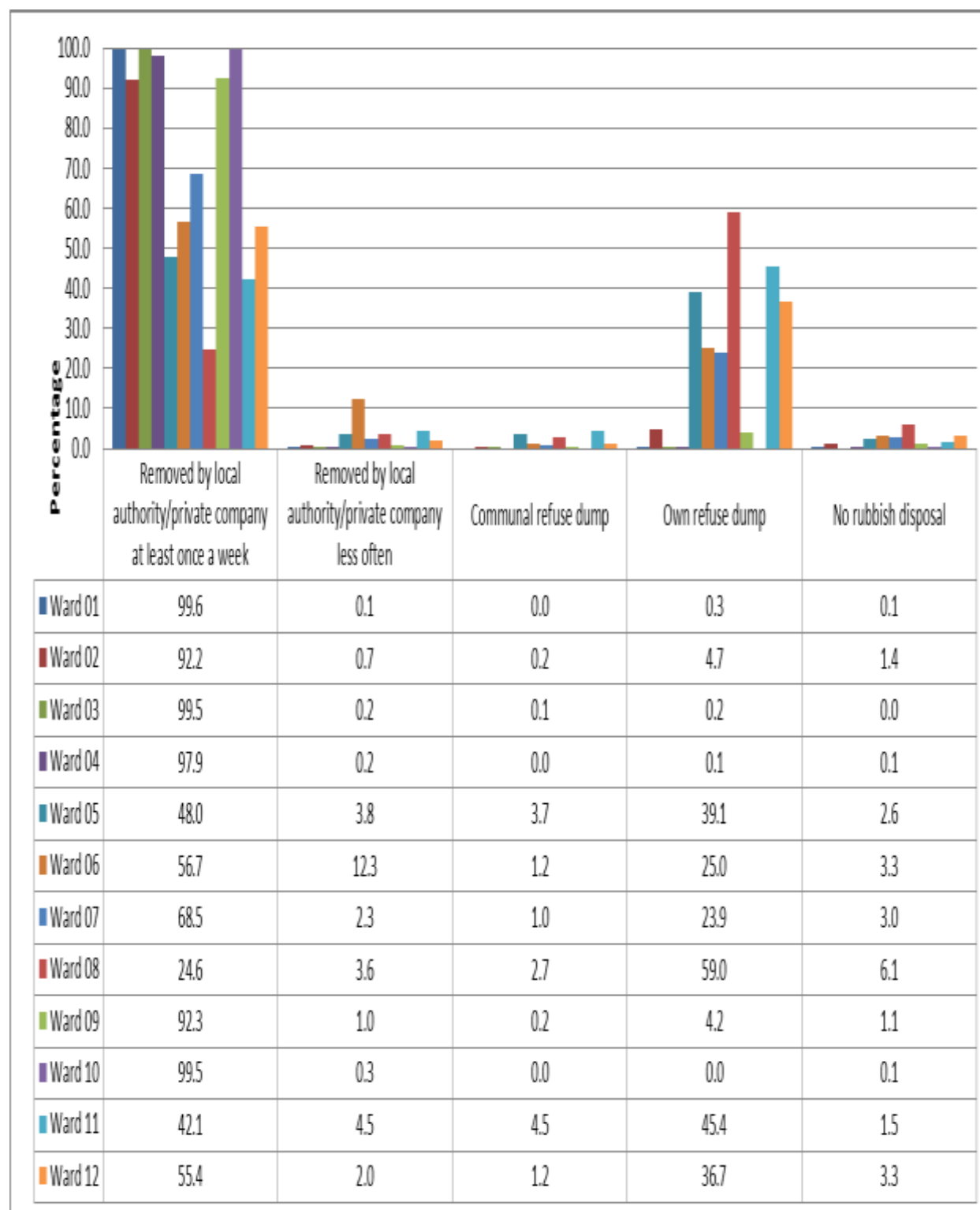
**Graph K: Percentage of households having access to piped water in Langeberg municipal wards**



### iii) Refuse disposal

At least 72% of the households within the Langeberg area's refuse are removed at least once a week, while 21% of households make use of a communal refuse dump.

**Graph L: Distribution of households by type of refuse removal in Langeberg municipal wards:**

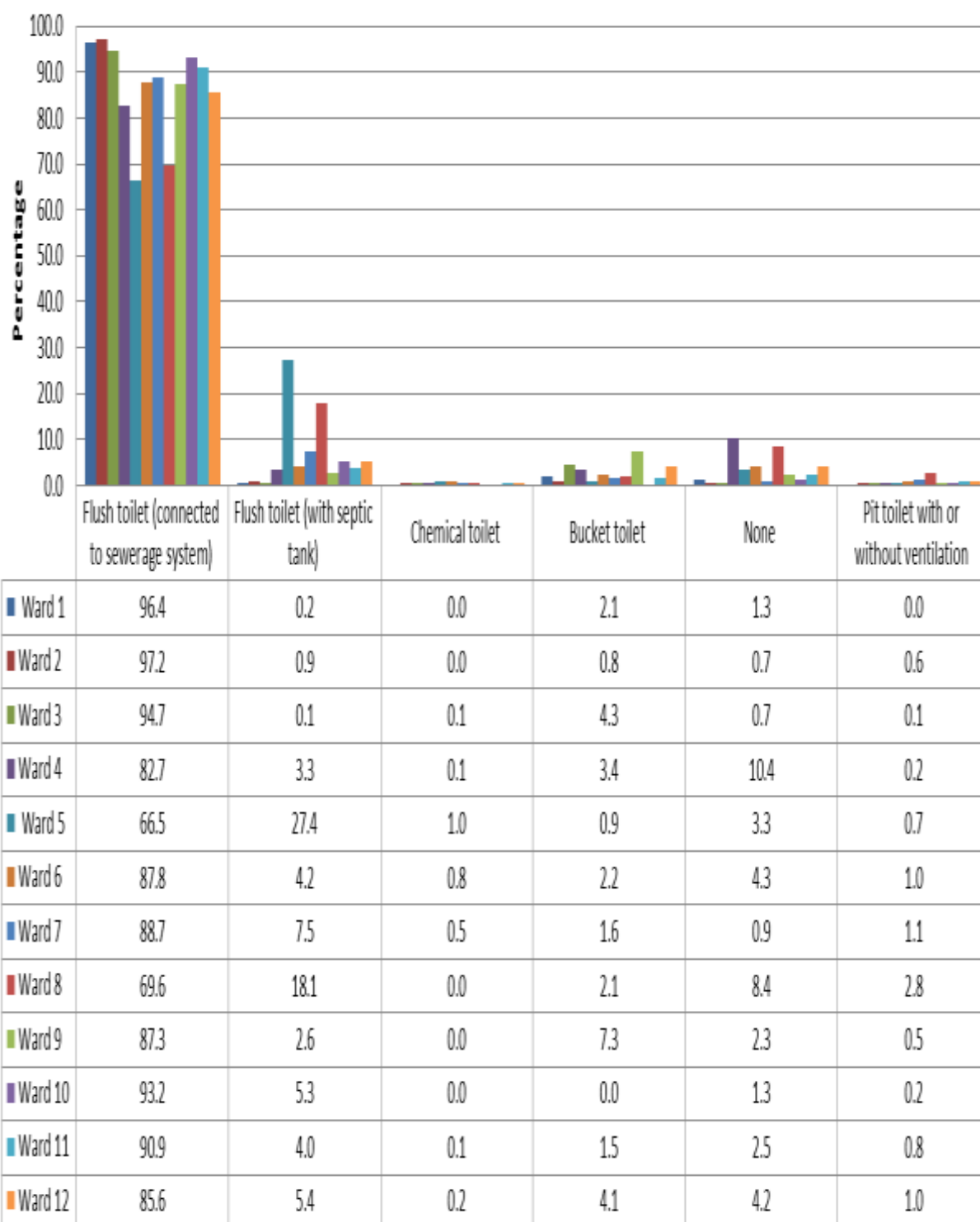




#### iv) Toilet Facilities

83% of households make use of a flush toilet that is connected to a sewerage system, while 3% make use of bucket toilets.

**Graph M: Distribution of households by type of toilet facility in Langeberg municipal wards**

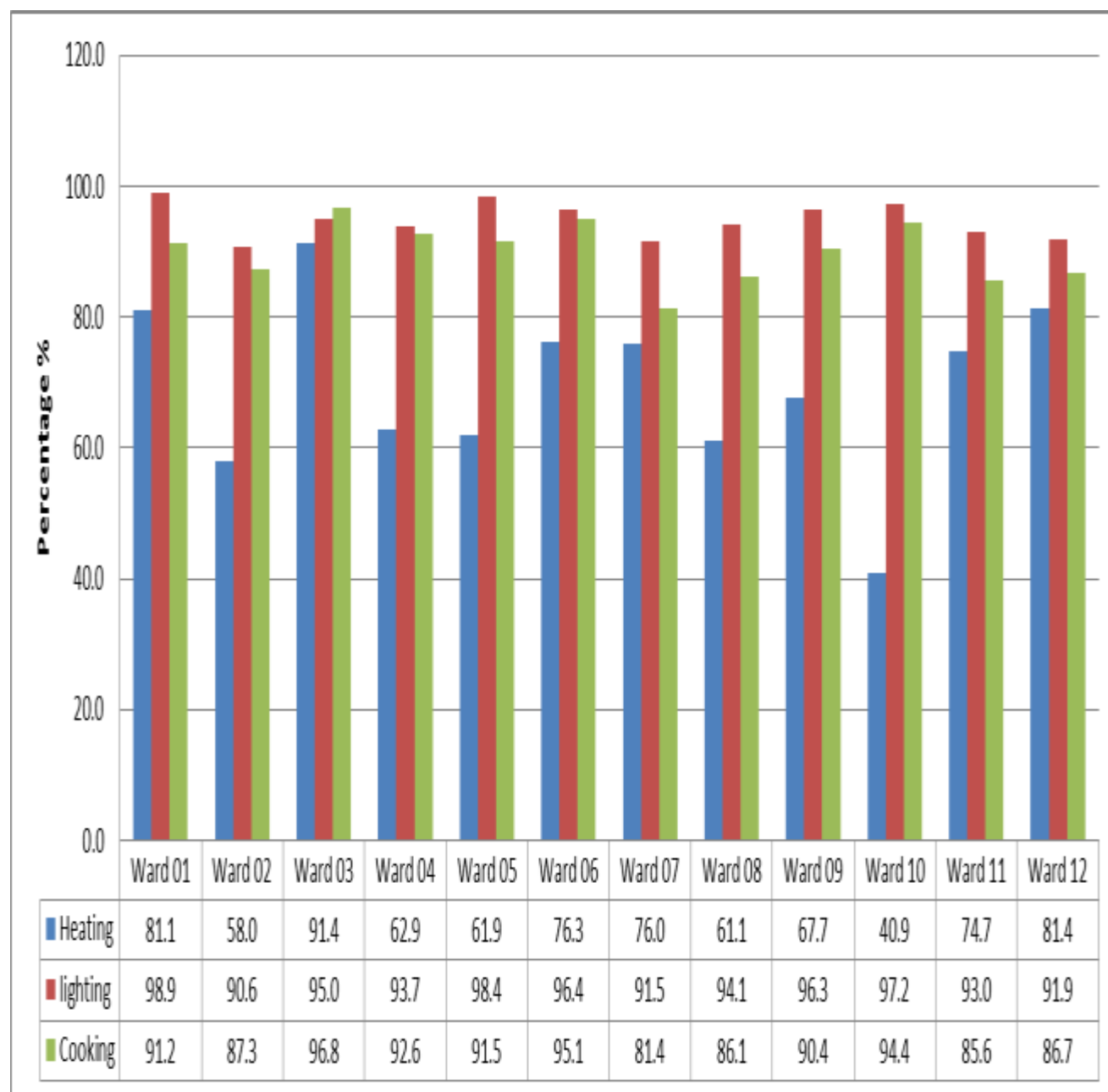


## v) Energy

89% of households within the Langeberg municipal area use electricity for cooking, while 70% uses electricity for heating. The municipality has committed itself to energy efficiency within the municipal area, by focussing on the increase of capacity, upgrading of networks and replacement of out-dated electricity lines, to reduce electricity loss.

The majority of household mostly use electricity for lighting, followed by cooking and then heating.

**Graph N: Distribution of households using electricity for lighting, cooking and heating in Langeberg municipal wards**



### **1.3.3. Performance Highlights of Langeberg Municipality**

#### **1.3.3.1. Performance Successes**

- 1.3.3.1.1.** A hundred percent capital spending on water and sanitation infrastructure contributed greatly to the municipality's progress in limiting unaccounted water losses. Whilst the performance target for the year was set at 18 %, actual unaccounted water losses were limited to 14.61% in 2013/2014. Success in the limiting of unaccounted electricity was equally achieved, by limiting losses to 6.39% against the set target of 7.5%.
- 1.3.3.1.2.** The municipality takes pride in achieving a second, clean audit in consecutive years. This opinion expressed by the Auditor General is highly valued. The quest to uphold this performance in future will be achieved only through continuous dedication, commitment, collaboration and the will of Council, management and staff.

#### **1.3.3.2. Performance Challenges**

##### **1.3.3.2.1. Housing**

The provision of low cost housing continues to be a major challenge for the municipality. If housing backlogs in the area are to be addressed meaningfully, the rate and quantity of housing developments must be increased by the Langeberg Municipality.

Our main challenges in this regard include:

- Availability of bulk services. In many instances bulk services are close to maximum capacity and need to be upgraded to facilitate future developments;
- Funding for the installation of bulk services; and
- The availability of municipal land. The municipality has to buy land for the provision of future housing developments.

##### **1.3.3.2.2. Roads**

The tarring of gravel roads in the area poses a persistent challenge for the following reasons:

- The Langeberg Municipality inherited huge backlogs in this regard, especially in historically disadvantaged area.
- Road maintenance is costly.
- The municipality's constraining budget hardly provides for the delivery of basic services and its related maintenance.

The challenge of addressing the massive service delivery backlogs in this country unfortunately does not have a quick solution. Langeberg Municipality is no exception in this regard. Smaller municipalities, like Langeberg, mostly struggle due to a small tax base. High unemployment, low employment opportunities and all the social problems that directly flow from it, contribute to the negative pull of the poverty spiral. However challenging our local reality may be, we will persist in our commitment to manage and balance our spending responsibly and to deliver services in the most effective and efficient manner possible.



# CHAPTER 2



## Governance

The purpose of this Annual Report is to promote accountability to communities and to highlight those decisions taken by the Council and matters relating to administrative structures, throughout the 2013/2014 financial year.

To ensure good governance, nine major characteristics should be applied within the political and administrative structures of the municipality, namely participation, rule of law, transparency, responsiveness, consensus, equity/inclusiveness, effectiveness/efficiency, accountability and sustainability. This section seeks to report on how Langeberg Municipality met these requirements with regard to handling its governance structures, intergovernmental relations, community participation and organisational management.

### A. Political and Administrative Governance Structures

#### Sustainability

*Sustainability is the capacity to endure. How systems remain diverse and productive over time. It is the potential for long-term improvements, which in turn also depends on the responsible use of natural resources*

#### Productivity

The municipality's political and administrative governance structures remained productive throughout the 2013/2014 financial year and complied well with legislative requirements. The following meetings were held:

**Table 12: Council, Mayco and Portfolio Committee Meetings held and attended in 2013/2014**

Meetings	2011/12	% Attendance	2012/13	% Attendance	2013/14	% Attendance
Portfolio Committee Meetings	40	71%	37	96%	41	87%
Mayoral Committee Meetings	12	96%	8	93%	6	94%
Special Mayoral Committee Meetings	0	---	3	100%	4	92%
Council Meetings	11	92%	7	88%	10	91%
Special Council Meetings	4	90%	6	99%	3	73%

**Table 13: Ward Committee Meetings held in 2013/2014**

Ward Committee	Chairperson	Number of Meetings
Ward 1, Robertson	Cllr JD Burger	10
Ward 2, Robertson (Nkqubela)	Cllr SP Mafilika	10
Ward 3, Robertson	Cllr E Turner	10
Ward 4, Bonnievale (Happy Valley)	Cllr RR Kortjé	10
Ward 5, McGregor	Cllr DA Hull	10
Ward 6, Robertson	Cllr DB Janse	10
Ward 7, Montagu	Cllr J Kriel	10
Ward 8, Bonnievale	Cllr SW van Eeden	10
Ward 9, Ashton	Cllr TS de Koker	10
Ward 10, Ashton (Zolani)	Cllr EM Zwedala	10
Ward 11, Ashton (Rural)	Cllr JDF van Zyl	10
Ward 12, Montagu	Cllr EMJ Scheffers	10

**Table 14: Audit Committee Meetings and Attendance**

Audit Committee Members	Number of Meetings: 2012/13	Committee Member Attendance	Number of Meetings: 2013/14	Committee Member Attendance
Mr JJ Mostert Chairperson:	5	5	5	5
Mr A. Amod	5	4	5	3
Mr K Pretorius*	5	2	5	4
Mr W van Deventer*	5	1	5	5

*\*Both Mr. K Pretorius and Mr. W Van Deventer were appointed as members of Audit Committee on 1 March 2013 as per Council Resolution A 2808.*

### **Municipal Public Accounts Committee**

The MPAC met on the following dates:

- 6 August 2013
- 23 September 2013
- 6 November 2013
- 28 January 2014
- 18 February 2014
- 26 March 2014
- 16 April 2014
- 20 May 2014

### **Accountability, Transparency and Rule of Law**

*Accountability is a key requirement of good governance. Accountability cannot be enforced without transparency and the rule of law. Transparency means that stakeholders are provided with information on decisions taken that directly affect them. Rule of law means that legal frameworks are enforced impartially.*

The municipality's political and administrative governance structures are held accountable through various measures all of which are adhered to by the Langeberg Municipality.



**Table 15: Governance Structures and Accountability Measures**

Governance Structure	Measure of Accountability
Council	Council meetings are open to the public, scheduled and advertised by public notification. Approved minutes are available on request. All Council proceedings are ruled by the <i>Council Rules of Order</i> . Councillor conduct is ruled by the <i>Code of Conduct for Councillors</i> .
Mayoral Committee	Mayco Meetings are scheduled and minutes are kept Mayco reports to Council
Ward Committees	Ward Councillors have a duty to provide feedback to Ward Committees and to Council. Meetings are scheduled and minutes are kept.
Portfolio Committees	Responsible for oversight over administrative departments and report to Council monthly. Meetings are scheduled and minutes kept.
Municipal Public Accounts Committee (MPAC)	The MPAC serves as an oversight committee - to determine the institutional functionality of the Municipal Council in terms of effectiveness. An Oversight Report is tabled to Council
The municipality reports its annual performance and financial statements to the Auditor General	The Auditor General delivers an AG Report and expresses an audit opinion
The municipality reports its financial status and performance to its communities annually	The approved Annual Report is made available to the public
Municipal structures, employees, operations, procedures and processes are ruled by legislation	Policies, Bylaws, Legislation, Regulations and Codes are available
Worker Representative Unions represent employees on organisational structures and observe the legality of labour practices procedures and processes	Representation on recruitment and selection panels: Interviews are recorded Representation on Labour Forum: Minutes are recorded Representation on Occupational Health and Safety Committee: Minutes are recorded
Internal Auditing ensures the management of risk exposure and monitors adherence to legislation	The unit identifies municipal risk and generates a Municipal Risk Register Internal Auditing reports are generated and tabled to Council
The Audit Committee is responsible for the oversight of internal controls, financial reporting and compliance with regulatory matters.	Audit Committee approves the Internal Audit Plan and reports to Council
Community participation in the development of Policies and Strategies	Participative processes are scheduled
IDP and Budgeting Participation	Participative processes are ensured with a Council approved Process Plan
Performance Management Committee	An evaluation panel, established in terms of Section 6.6 of the Performance Agreement, evaluates the performance of employees. Performance Agreements are signed on acceptance.
Organisational and Service Delivery Performance reporting to Council	Quarterly Performance Reports on the SDBIP are tabled to Council
Municipal Website promotes transparency	The Municipal website is updated on a daily basis. All current event news articles, as well as required legislative documents (including budgets, tenders and vacancies) are updated on the website daily. Around 5460 unique visitors browsed the municipal website on a monthly basis during the 2013/2014 year in comparison to 5000 for the previous year.

## Effectiveness and Efficiency

*Good governance means that processes and institutions produce results that meet the needs of society, while making the best use of resources at their disposal. In this instance, those governance structures and processes that ensure that the community needs are met, with the best use of resources*

**Table 16: Governance Structures and Measures of Effectiveness and Efficiency**

Governance Structure	Measure of Effectiveness and Efficiency
Portfolio Committees monitors municipal service delivery and budget implementation	Quarterly Reporting to Council on the SDBIP
Mayoral Committee ensures the mid-term assessment of performance, spending and budget	Mid-Term Assessment Report tabled to Council Adjustment Budget Tabled to Council if needed Adjusted SDBIP tabled to Council if needed
Audit Committee ensures oversight of internal auditing and risk management processes	Internal Audit Plan Internal Audit Reports tabled to Council Risk Register Number of fraud cases reported and losses recovered
Performance Management Committee	Performance Bonuses awarded (The performance Management System is designed to reward superior performance. This linking increases overall organizational motivation and efficiency by focusing the executive management on the successful implementation of the IDP and Budget.)

## Equity and Inclusiveness

*Society's well being depends on ensuring that all its members feel that they have a stake in it and do not feel excluded from the mainstream of society. This requires all groups to have opportunities to improve or maintain their well-being.*

The political and administrative governance structures of Langeberg Municipality reflect equitable representation of the area's population structure. Different Political Parties are well-represented in Council.

## Consensus orientated

*Good governance requires mediation of the different interests in society. To be consensus orientated means striving towards reaching a broad consensus on what is in the best interest of the whole community and how this can be achieved.*

Consensus on what is in the best interest of the whole community and how it can be achieved is a process that unfolds through the municipality's scheduled, consultative IDP, Budgeting and Ward Based Planning processes.

## Responsiveness

*Responsiveness means that institutions and processes try to serve all stakeholders within a responsible timeframe.*

The governance structures of Langeberg Municipality mainly adheres to set Council schedules, process plans approved by Council and reporting cycles determined by Provincial and National Government spheres. This is monitored through administrative compliance monitoring and oversight by the Audit Committee.

## Participation

*Participation can be direct and/or through legitimate intermediate institution or representatives.*

Community participation in the governance structures of the Langeberg Municipality is mainly achieved through the Ward Committees System and consultative meetings with the community and sectors in the scheduled IDP process.

Community Participation in the development of Policies and Strategies has otherwise been achieved through scheduled consultation sessions and/or workshops and/or through website uploads for community review and comments.

**Table 17: Website Uploads For Community Review and Comments**

WEBSITE UPLOADS FOR COMMUNITY REVIEW AND COMMENTS	
Community engagements on Liquor Act	01 July 2013
Langeberg to review Housing Plans Langeberg Spatial Development Framework and Human Settlement Plan Review: Invitation to Issues and Vision Workshop	16 July 2013
Draft Tree Management Policy	17 September 2013
Inspection of 4th Supplementary Valuation Roll	25 October 2013
Draft Conceptual Development Framework	03 December 2013
Tabling of Draft Annual Report 2012/2013	13 December 2013
Municipal Budget, Integrated Development Plan, Policies and determination of tariffs for the financial year: 01 July 2014 to 30 June 2015	31 March 2014
IDP open for comment	10 April 2014
Proposed adoption of By-Laws	03 June 2014 and 10 June 2014
Langeberg Municipality Housing Selection Policy	24 June 2014
Draft SDF Open for comments	19 July 2014

## B. Intergovernmental Relations

Engagements attended by the Langeberg Municipal staff and Management - upholding good inter-governmental relations for the purpose of good governance, government - collaborated strategic direction, aligned planning, reporting, legislative compliance, accountability and Langeberg's participation in government programmes and roll-outs to benefit development of our Administration, local area and communities:

**Table 18: IGR Engagements by Langeberg Municipality**

IGR ENGAGEMENTS FOR THE OFFICE OF MUNICIPAL MANAGER			
MEETING	ATTENDED BY LANGEBERG MUNICIPALITY	HOSTED IN	DATE
Western Cape Municipal Manager Forum	MM	Buffalo City, EL	17,18 February 2013
		Worcester (Special)	22 May 2013
		Somerset West	18 November 2013
		Beaufort West	23 June 2014
PCF Meetings	MM	Worcester	17 September 2013
		Riebeek Kasteel	6 March 2014
MinMay Tech Meetings	MM	Worcester	16 September 2013
MinMay Meetings	MM	Somerset West	19 November 2013
DCF Meetings	MM	Worcester	2 December 2013

IGR ENGAGEMENTS FOR THE LANGEBERG ENGINEERING SERVICES DEPARTMENT			
MEETING	ATTENDED BY LANGEBERG MUNICIPALITY	HOSTED IN	DATE
Landfill Interest Group Workshop: Dept Environmental Affairs	Director: Engineering Services	Bellville	25 July 2013
Meeting on Housing Policy: Dept Human Settlements	Director: Engineering Services		07 March 2014
Development Contribution Workshop on Provincial Guidelines: Dept of Environmental Affairs	Director: Engineering Services	Swellendam	12 March 2014
District Forum Meeting	Director: Engineering Services	Worcester	18 June 2014
Meeting on CRU Housing: Dept of Human Settlements	Director: Engineering Services	Cape Town	20 June 2014

IGR ENGAGEMENTS FOR THE LANGEBERG DEPARTMENT: STRATEGY AND SOCIAL DEVELOPMENT			
MEETING	ATTENDED BY LANGEBERG MUNICIPALITY	HOSTED IN	DATE
Winelands District Forum Meetings	IDP Coordinator	Stellenbosch	26 July 2013
		Stellenbosch	15 November 2013
		Worcester	7 February 2014
		Stellenbosch	8 May 2014
Provincial IDP Managers Forum Cape	IDP Coordinator	Ottery	6 & 7 June 2013
		Worcester.	12,13 September 2013
		Plettenberg Bay	5,6 December 2013
		Laingsburg	6,7 March 2014
		Durbanville	5&6 June 2014
PDO Forum	PMO	Stellenbosch	23 June 2014

## C Public Accountability and Community Participation

### Sustainability

*Sustainability is the capacity to endure. How systems remain diverse and productive over time. It is the potential for long-term improvements, which in turn also depends on the responsible use of natural resources*

Ward Committees as a governance structure promotes public accountability and strengthens community participation. The Ward Committee System is fully institutionalised and capacitated within the Langeberg Municipality.

**Table 19: Ward Committees and Chairperson in 2013/2014**

Ward Committee	Chairperson
Ward 1, Robertson	Cllr JD Burger
Ward 2, Robertson (Nkqubela)	Cllr SP Mafilika
Ward 3, Robertson	Cllr E Turner
Ward 4, Bonnievale (Happy Valley)	Cllr RR Kortjé
Ward 5, McGregor	Cllr DA Hull
Ward 6, Robertson	Cllr DB Janse
Ward 7, Montagu	Cllr J Kriel
Ward 8, Bonnievale	Cllr SW van Eeden
Ward 9, Ashton	Cllr TS de Koker
Ward 10, Ashton (Zolani)	Cllr EM Zwedala
Ward 11, Ashton (Rural)	Cllr JDF van Zyl
Ward 12, Montagu	Cllr EMJ Scheffers

### Accountability

*Accountability is a key requirement of good governance. Accountability cannot be enforced without transparency and the rule of law.*

## Community Participation in the Development of Legal Frameworks and Directives

The table below indicates the dates on which Langeberg Municipality consulted with the community in the development of Municipal directives and documents in 2013/2014, as advertised on the municipal website.

**Table 20: Website Uploads for Community Review and Comments**

WEBSITE UPLOADS FOR COMMUNITY REVIEW AND COMMENTS	
MUNICIPAL DIRECTIVE & ACTION	DATE
Community engagements on Liquor Act	01 July 2013
Langeberg to review Housing Plans Langeberg Spatial Development Framework and Human Settlement Plan Review: Invitation to issues and vision workshop	16 July 2013
Draft Tree Management Policy	17 September 2013
Inspection of 4th supplementary valuation roll	25 October 2013
Draft Conceptual Spatial Development Framework	03 December 2013
Tabling of Draft Annual Report 2012/2013	13 December 2013
Municipal Budget, Integrated Development Plan, Policies and determination of tariffs for the financial year: 01 July 2014 to 30 June 2015	31 March 2014
IDP open for comment	10 April 2014
Proposed adoption of By-Laws	03 & 10 June 2014
Langeberg Municipality Housing Selection Policy	24 June 2014
Draft SDF Open for comments	19 July 2014

## Effectiveness and Efficiency

*Good governance means that processes and institutions produce results that meet the needs of society, while making the best use of resources at their disposal.*

**Table 21: Ward Based Planning Sessions**

Ward	Date	Venue
1	2 November 2013	Callie De Wet
2	2 November 2013	Callie De Wet
3	2 November 2013	Callie De Wet
4	18 November 2013	Chris Van Zyl Hall
5	6 November 2013	McGregor Community Hall
6	2 November 2013	Callie De Wet
7	26 November 2013	NG Church Hall
8	18 November 2013	Chris Van Zyl Hall
9	20 November 2013	Ashton Town Hall
10	20 November 2013	Zolani Community Hall
11	20 November 2013	Ashton Town Hall
12	12 November 2013	Kabouterland Community Hall

## Equity and Inclusiveness

*Society's well being depends on ensuring that all its members feel that they have a stake in it and do not feel excluded from the mainstream of society. This requires all groups to have opportunities to improve or maintain their well-being.*

**Table 22: Ward Committee - Outreach Programmes in 2013/2014**

<u>Ward</u>	<u>Date</u>	<u>Programmes</u>
1	25 and 26 September 2013	Cleaning of Ward Programme
	14 and 16 October 2013 24 October 2013 29 October 2013 31 March - 4 April 2014 15 April 2014 16 June 2014	Thusong Mobile Flower Decoration –Women in ward Flowers to the Aged School Holiday Project Budget Information Session Youth Day –Drug Awareness Programme
2	31 October 2012 14 and 16 October 2013 15 April 2014	Nkqubela Community Centre: Thusong Mobile Budget Information Session
3	25 and 26 September 2013 14 and 16 October 2013 24 October 2013 29 October 2013 31 March - 4 April 2014 15 April 2014 16 June 2014	Cleaning of Ward Programme Thusong Mobile Flower Decoration –Women in ward Flowers to the Aged School Holiday Project Budget Information Session Youth Day –Drug Awareness Programme
4	14 April 2014	Budget Information Session
5	22 October 2013 15 April 2014 26 June 2014	Uitnood Hall: Budget information session Thusong Outreach Programme
6	23 October 2013 15 April 2014	De Hoop: Budget Information Session
7	14 April 2014	Budget Information Session
8	14 April 2014	Budget Information Session
9	31 March - 4 April 2014	School Holiday Project
10	14 April 2014	Budget Information Session
11	24 October 2013 31 March - 4 April 2014	Goudmyn: School Holiday Project
12	14 April 2014	Budget Information Session

### Consensus orientated

*Good governance requires mediation of the different interests in society. To be consensus orientated means striving towards reaching a broad consensus on what is in the best interest of the whole community and how this can be achieved.*

**Table 23: IDP Community Input Meetings in 2013/2014**

Ward	Date	Venue	Time
1	7 October 2013	City Hall, Robertson	19h00
2	15 October 2013	Nkqubela Community Centre	19h00
3	14 October 2013	Robertson Civic Centre	19h00
4	3 October 2013	Happy Valley Community Hall, Bonnievale	19h00
5	9 October 2013	McGregor Community Hall	19h00
6	10 October 2013	Rooiberg Hall, McGregor	19h00
7	17 October 2013	Willem Thys Hall, Montagu	19h00
8	2 October 2013	Chris Van Zyl Hall, Bonnievale	19h00
9	8 October 2013	Ashton Barnard Hall	19h00
10	21 October 2013	Zolani Community Hall	19h00
11	16 October 2013	Ashton Town Hall	19h00
12	22 October 2013	Ashbury Community Centre, Montagu	19h00
<b>Sector Meetings</b>			
Sector	Date	Venue	Time
All	23 October 2013	Robertson Town Hall	10:00 -13:00

### Transparency

*Transparency means that stakeholders are provided with information on why decisions were made that directly affect them.*

**Table 24: Ward Committee – Community (Feedback) Meetings**

Ward	Date			
	September 2013	November 2013	March 2014	June 2014
1	10 September	28 November	11 March	
2	17 September		27 March	
3		20 November	19 March	
4	26 September		13 March	19 June
5		6 November	4 March	
6	5 September	6 November	24 March	
7		5 November	10 March	
8	19 September		17 March	23 June
9	12 September	14 November	13 March	
10			12 March	
11	17 September	20 November	18 March	
12	2 September	18 November	3 March	



## **Rule of Law**

*Rule of law means that legal frameworks are enforced impartially.*

The internal Audit Unit is responsible to ensure impartial enforcement of legal frameworks within the municipality.

The 2012/2013 Report of the Auditor General states, "I could not identify any instances of material non-compliance with specific matters in key applicable laws and regulations"

## D. Corporate Governance

### Sustainability

*Sustainability is the capacity to endure. How systems remain diverse and productive over time. It is the potential for long-term improvements, which in turn also depends on the responsible use of natural resources*

### Risk Management

The management of risk has been institutionalised within the Langeberg Municipality through:

- Filling of the post of Compliance Officer in the Office of the Municipal Manager, to assist with the management of Langeberg Municipality's risk exposure
- Directors and the Internal Audit Department identify risks and provide information for the compilation of a Risk Register and mitigation thereof.
- A Risk Management Policy has been developed and adopted by Council in 2013/2014

### Accountability

*Accountability is a key requirement of good governance. Accountability cannot be enforced without transparency and the rule of law.*

### Internal Audit and Audit Committee

Langeberg Municipality has a fully functional Internal Auditing Unit and Audit Committee instituted.

The Audit Committee is responsible for the oversight of:

- internal controls,
- financial reporting,
- compliance with regulatory matters and
- for approving the municipality's Internal Audit Plan.

During 2013/2014 the Audit Committee had (4) members and convened 5 meetings for the financial year.

### Anti-Corruption and Fraud

In terms of fraud preventative arrangements, the Langeberg Municipality has instituted:

- the promotion of an ethical culture
- provision of training to employees
- adoption of a policy on fraud and anti-Corruption
- provision of physical security for municipal buildings and
- procedures of employee vetting - executed before employees are appointed

The following arrangements are institutionalising the detection of fraud:

- Management takes steps against fraudulent actions.
- An Audit Committee approves the Internal Audit Plan.

## **Effectiveness and Efficiency**

*Good governance means that processes and institutions produce results that meet the needs of society, while making the best use of resources at their disposal.*

## **Municipal Public Accounts (MPAC) Committee**

Langeberg Municipality's MPAC was established on the 28 January 2013. Five (5) MPAC committee members were appointed to strengthen and provide oversight within the municipality, in terms of the provision of S79 of the Local Government Municipal Structures Act 117 of 1998.

The MPAC Committee Members are:

1. Cllr C Grootboom - Chairperson
2. Cllr E Turner
3. Cllr J Burger
4. Cllr E Vollenhoven
5. Cllr M Mgoqi

The MPAC's primary responsibility is to serve as an oversight committee - to determine the institutional functionality of the Municipal Council in terms of effectiveness.

## **Equity and Inclusiveness**

*Society's well being depends on ensuring that all its members feel that they have a stake in it and do not feel excluded from the mainstream of society. This requires all groups to have opportunities to improve or maintain their well-being.*

Langeberg Municipality has a fully functional Supply Chain Unit. The Langeberg Supplier Database has been updated in terms of supplier information in 2013/2014, as to minimize the risk of supplier duplication, as was highlighted by the 2012/2013 Auditor's Report.

## **Transparency**

*Transparency means that stakeholders are provided with information on why decisions were made that directly affect them.*

## **Municipal Website**

The Municipal website is updated on a daily basis. All current event news articles, as well as required legislative documents (including budgets, tenders and vacancies) are updated on the website daily. Around 5460 unique visitors browsed the municipal website on a monthly basis during the 2013/2014 year in comparison to 5000 for the previous year.

## **Rule of Law**

*Rule of law means that legal frameworks are enforced impartially.*

The impartial enforcement of legal frameworks is ensured by Langeberg Municipality through the adoption and application of municipal policies and bylaws, of which the following have been adopted in 2013/2014:

**Table 25: Policies and Bylaws Adopted**

POLICY	COUNCIL RESOLUTION
<ul style="list-style-type: none"> <li>Langeberg Municipality Fraud Prevention Policy</li> </ul>	<u>Resolution: A 3012 of 24/06/2014</u>
<ul style="list-style-type: none"> <li>Langeberg Municipality Street Naming Policy</li> </ul>	<u>Resolution: A2926 17/10/2013</u>
<ul style="list-style-type: none"> <li>Langeberg Municipality Risk Management Policy</li> </ul>	<u>Resolution: A3012 of 24/06//2014</u>
BYLAWS ADOPTED	COUNCIL RESOLUTION
<ul style="list-style-type: none"> <li>By-law on Waste Management for Langeberg Municipality (9/2/1/5) Regional Planner)</li> </ul>	<u>Resolution: A 2894 of 29 August 2013</u>
<ul style="list-style-type: none"> <li>By-law on Promulgation of Water Services intermediary and provision of water and sanitation services to residents on privately owned land</li> </ul>	<u>Resolution: A2895 of 29 August 2013</u>

### Participation

*Participation can be direct and/or through legitimate intermediate institution or representatives.*



# CHAPTER 3



## Service Delivery Performance Report

This chapter reports on service delivery on a service-by-service basis. It considers municipal performance derived from IDP objectives, translated into the SDBIP and provides information on what has been achieved and what remains outstanding – a summary of the relevant progress achieved on the relevant outcomes for local government as required by national and provincial government sphere for the reporting year 2013/2014.

### 3.1. BASIC SERVICE DELIVERY

Ref	Strategic Objective	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At June 2014				
						Target	Actual	R	Performance Comment	Corrective Measures
TL 33	Social and Community Development	Upgrade the community hall: Happy Valley by June 2014	Happy Valley Community Hall upgraded	100%	1	1	1	G	Hall upgraded	
TL 54	Provision of a clean environment	Capital spending on Solid Waste Projects	% of capital budget spent	New KPI for 2013/2014	95%	95%	94%	O	Toilets in Langeberg were not built as the public was not notified. A public participation process will first be followed	Toilets in Langeberg were not built as the public was not notified. A public participation process will first be followed
TL 55	Provision of a clean environment	Increase tonnage of domestic waste recycled	Tonnage	720	780	780	859.5	G2	207.41 ton recycled	
TL 61	Sustainable civil engineering infrastructure services	Capital Spending on Water and Sanitation Infrastructure	% of capital budget spent	95%	95%	95%	100%	G2		
TL 65	Provision of a clean environment	Submission of an approved HSP after approval by DEAD & P and HSP	1 Approved HSP	New KPI for 2013/2014	1	1	1	G		
TL 66	Sustainable integrated human settlement	Installation of services	% of Budget Spent	New KPI for 2013/2014	100%	100%	98%	O	Budget spending saving	Budget spending saving
TL 67	Provision of a clean environment	Oversee process for identifying an alternative Landfill Site	Report submitted to council	New KPI for 2013/2014	1	1	1	G		
TL 70	Sustainable integrated human settlement	Oversee the Review of the Spatial Development Framework	Framework submitted to Council	100	1	1	1	G		

Ref	Strategic Objective	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At June 2014				
						Target	Actual	R	Performance Comment	Corrective Measures
TL 71	Sustainable integrated human settlements	Follow up on the status of Zoning Scheme Regulations	Correspondence on follow up	100	1	1	0	R	The assessment of the draft regulations was only done in September 2013. As a direct result of the delay by DEADP to evaluate these regulations, as well as newly set requirements that came to light, some of the content became outdated. The assessment also indicates numerous amendments to the content to be done. DEADP, in the meanwhile, also compiled a Model Zoning Scheme which municipalities can adopt or amend to suit their circumstances. The content of this Model Zoning Scheme, when received, will be evaluated against the draft Scheme that was submitted to DEADP. Only then will a final decision be taken on which Scheme to adopt.	The assessment of the draft regulations was only done in September 2013. As a direct result of the delay by DEADP to evaluate these regulations, as well as newly set requirements that came to light, some of the content became outdated. The assessment also indicates numerous amendments to the content to be done. DEADP, in the meanwhile, also compiled a Model Zoning Scheme which municipalities can adopt or amend to suit their circumstances. The content of this Model Zoning Scheme, when received, will be evaluated against the draft Scheme that was submitted to DEADP. Only then will a final decision be taken on which Scheme to adopt.

Ref	Strategic Objective	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At June 2014				
						Target	Actual	R	Performance Comment	Corrective Measures
TL 86	Social and Community Development	Install 2 book detectors at the Robertson and Bonnievale Libraries	2 book detectors installed at Robertson and Bonnievale libraries by 30 June 2014	New KPI for 2013/2014 FY	2	2	2	G		
TL 87	Social and Community Development	Construct an Activity Hall in Happy Valley	Activity Hall constructed by 30 June 2014 in Happy Valley	New KPI for the 2013/2014 FY	1	1	0	R	5.54% spent.	The project will roll over to the next FY
TL 88	Sustainable civil engineering infrastructure services	Construct Bonnievale reservoir and related pipe work	14% of the project completed by June 2014	New KPI for the 2013/2014 FY	14%	14%	24.63 %	B	24.63% of the project completed	
TL 91	Promote public safety	The upgrading / rehabilitation of streets as per the Pavement Management System	Streets rehabilitated and upgraded as per the Pavement Management System	100%	100%	100%	100%	G		
TL 93	Social and Community Development	Provide 6kl free basic water per indigent household per month in terms of the equitable share requirements	Number of HH receiving free basic water	6000	7,000	7,000	6,644	O	Some indigents have been appointed permanently by Langeberg & Ashton Foods. A system was also implemented whereby all deceased indigents could be identified. Councillors also visited indigents to assess if they do qualify for the indigent subsidy	Some indigents have been appointed permanently by Langeberg & Ashton Foods. A system was also implemented whereby all deceased indigents could be identified. Councillors also visited indigents to assess if they do qualify for the indigent subsidy
TL 94	Social and Community Development	Provide free basic sanitation to indigent households in terms of the equitable share requirements	Number of HH receiving free basic sanitation	6000	7,000	7,000	6,764	O	Some indigents have been appointed permanently by Langeberg & Ashton Foods. A system was also implemented whereby all deceased indigents could be identified. Councillors also visited	Some indigents have been appointed permanently by Langeberg & Ashton Foods. A system was also implemented whereby all deceased indigents could be



Ref	Strategic Objective	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At June 2014				
						Target	Actual	R	Performance Comment	Corrective Measures
									indigents to assess if they do qualify for the indigent subsidy	identified. Councillors also visited indigents to assess if they do qualify for the indigent subsidy
TL 95	Provision of a clean environment	Provide free basic refuse removal to indigent households in terms of the equitable share requirements	Number of HH receiving free basic refuse removals	6000	7,000	7,000	6,773	O	Some indigents have been appointed permanently by Langeberg & Ashton Foods. A system was also implemented whereby all deceased indigents could be identified. Councillors also visited indigents to assess if they do qualify for the indigent subsidy	Some indigents have been appointed permanently by Langeberg & Ashton Foods. A system was also implemented whereby all deceased indigents could be identified. Councillors also visited indigents to assess if they do qualify for the indigent subsidy.
TL 96	Energy efficiency for sustainable future	Provide 50kwh free basic electricity per indigent household per month in terms of the equitable share requirements	Number of HH receiving free basic electricity	6000	7,000	7,000	7,176	G2		

### 3.2. GOOD GOVERNANCE & PUBLIC PARTICIPATION

Ref	Strategic Objective	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At June 2014				
						Target	Actual	R	Performance Comment	Corrective Measures
TL5	Good governance	Ensure the formal evaluation of directors in terms of their signed agreements	No. of formal evaluations completed	2	2	2	2	G		
TL6	Good governance	Review of the system of delegations	Submit report to Council for the adoption of the system of delegation	New KPI for 2013/14 FY	1	1	1	G		
TL7	Good governance	Oversee the compilation of the IDP and the submission to Council for approval	IDP submitted to Council	1	1	1	1	G		
TL8	Good governance	Oversee the compilation of the annual budget to Council for approval	Budget submitted to council for approval	1	1	1	1	G		
TL9	Good governance	Oversee the submission of monthly reports i.t.o. Sect 71 of the MFMA	No of Sect 71 reports submitted	12	12	12	12	G		
TL 10	Good governance	Oversee the submission of the Mid-Year Performance Report in terms of Sect 72 of the MFMA to Council	Mid-Year report submitted to Council	1	1	1	1	G		
TL 11	Good governance	Oversee the submission of the Annual and Oversight Report to Council	Annual report and Oversight Report submitted to Council	1	1	1	1	G		
TL 12	Good governance	Submit the Top Layer SDBIP to the Mayor for approval of the KPI's and targets to ensure the implementation of the municipal budget	Top Layer SDBIP submitted to the Mayor	1	1	1	1	G		
TL 13	Good governance	Develop and update an Audit Action Plan	Management Action Plan	New KPI for 2013/14 FY	1	1	1	G		

Ref	Strategic Objective	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At June 2014				
						Target	Actual	R	Performance Comment	Corrective Measures
TL 24	Provision of a clean environment	Annual review and submission of the Disaster Management Plan for assessment by the District by end of May	Plan reviewed	1	1	1	1	G		
TL 41	Institutional Development and Corporate governance	Number of people from the EE target groups employed in the 3 highest levels of management in compliance with the approved EE plan	Number of people employed in the highest 3 levels of management	New KPI for 2013/2014	1	1	0	R	No appointment was done at this level	Although there were vacancies at this level, the Municipal Manager did not approve the filling of these posts, as no suitable candidate could be found.
TL 44	Institutional Development and Corporate governance	Ensuring that all property contracts are properly executed	Monthly reports on the property contracts submitted to the Municipal Manager	New KPI for 2013/2014	4	12	12	G		
TL 45	Social and Community Development	Management of the Thusong Centre	Number of quarterly reports on the general activities of the Thusong Centre submitted to the Municipal Manager	New KPI for 2013/2014	4	4	4	G		
TL 46	Social and Community Development	Ensuring functional ward committee system	Number of monthly ward committee meetings	New KPI for 2013/2014	10	10	11	G2		
TL 52	Provision of a clean environment	Report quarterly on compliance with the National Waste Management Strategy	Number of reports	4	4	4	4	G		
TL 82	Good governance	Maintain a clean audit opinion	Audit Opinion	New KPI for 2013/2014	1	1	1	G		
TL 83	Good governance	Resolve all audit issues	% of audit queries for which an action plan was submitted	90%	90%	90%	100%	G2		

Ref	Strategic Objective	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At June 2014				
						Target	Actual	R	Performance Comment	Corrective Measures
			within 10 working days							
TL 89	Good governance	Compliance with implementation and reporting requirements on MIG	100% Compliance with implementation and reporting requirements on MIG		100%	100%	100%	G		
TL 90	Good governance	Grant progress reports submitted to the relevant national and provincial department before the 10th working day of every month	Number of reports submitted before the 10th working day of every month	12	12	12	12	G		

### 3.3. LOCAL ECONOMIC DEVELOPMENT

Ref	Strategic Objective	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At June 2014				
						Target	Actual	R	Performance Comment	Corrective Measures
TL 15	Growth and economic development	Develop a LED Strategy by 31 March 2014	LED Strategy approved	1	1	1	1	G		
TL 18	Provision of a clean environment	Implementation of expanded public works programme	Number of temporary job opportunities created	200	220	220	437	B		

### 3.4. MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT

Ref	Strategic Objective	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At June 2014				
						Target	Actual	R	Performance Comment	Corrective Measures
TL 56	Energy efficiency for sustainable future	Limit unaccounted electricity to 7.5%	% of electricity unaccounted for	New KPI for 2013/2014	7.50%	7.50%	6.39%	B	6.39% Unaccounted electricity	
TL 58	Sustainable civil engineering infrastructure services	Achieve Blue Drop Status	Blue Drop Status achieved	New KPI for 2013/2014	50%	50%	0%	R	The assessment has been done, but the results are still awaited.	The assessment has been done, but the results are still awaited.
TL 59	Sustainable civil engineering infrastructure services	Microbiological quality of water to comply with SANS standards	% of water quality	90%	90%	90%	98.33%	G2		
TL 62	Sustainable civil engineering infrastructure services	Limit unaccounted water to 18%	% of water unaccounted for	18%	18%	18%	14.61%	B		
TL 63	Sustainable civil engineering infrastructure services	Quality of effluent in terms of SANS standards	% quality	80%	80%	80%	74.29%	O		<p>The 2 Wastewater Treatment Works that are under performing, are Montagu and Robertson where the following corrective measures are being implemented:</p> <p>Montagu</p> <p>Additional aerobic capacity is needed in Montagu. We are currently busy with the tender for the consultants. Construction will start in middle of 2015 as this</p>

Ref	Strategic Objective	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At June 2014				
						Target	Actual	R	Performance Comment	Corrective Measures
										<p>is a roll over project for 2014/15 and 2015/16. There is R 2 286 547 provided for this from MIG funding on the 2014/15 capital budget.</p> <p>Robertson</p> <p>The upgrading of the waste water treatment works in Robertson has just been completed. An anoxic zone as well as the capacity of the reactor was done.</p>
TL 64	Sustainable civil engineering infrastructure services	Achieve Green Drop Status	Green Drop Status achieved	New KPI for 2013/2014	50%	50%	0%	R	No Green drop assessment was scheduled for 2013/14.	No Green drop assessment was scheduled for 2013/14
TL 74	Sound Financial Management	Financial viability measured in terms of the available cash to cover fixed operating expenditure	Cost coverage (Available cash+ investments)/ Monthly fixed operating expenditure	2	2.2	2.2	1.56	R	Calculation in file	Tariffs adjusted to improve - still within acceptable norm
TL 75	Sound Financial Management	Financial viability measured in terms of the municipality's ability to meet its service debt obligations	Debt coverage (Total operating revenue- operating grants received)/debt service payments due within the year)	57	60	60	55.05	O	Calculation in file	Ratio within acceptable norm

Ref	Strategic Objective	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At June 2014				
						Target	Actual	R	Performance Comment	Corrective Measures
TL 76	Sound Financial Management	Financial viability measured in terms of the outstanding service debtors	Service debtors to revenue – (Total outstanding service debtors/ revenue received for services)	12.6	12	12	11.48	O	Calculation in file	Company appointed to recover outstanding monies
TL 77	Sound Financial Management	Achievement of a payment percentage of at least 100%	Payment %	97	100%	100%	99.48%	O	Credit Control Policy applied	<i>Real People</i> has been appointed for collection of outstanding monies
TL 80	Sound Financial Management	Maintain the asset register in terms of GRAP	% of asset register maintained	1	100%	100%	100%	G		
TL 92	Sound Financial Management	% of Capital Budget Spent on capital projects as identified in the IDP	95% of Capital Budget spent	90%	95%	95%	95.99%	G2		



### 3.5. MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT

Ref	Strategic Objective	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At June 2014				
						Target	Actual	R	Performance Comment	Corrective Measures
TL 14	Institutional Development and Corporate governance	50% of the IT Disaster Recovery Site developed by 30 June 2014	IT Disaster Recovery Site	New KPI for 2013/2014	50%	50%	50%	G		
TL 23	Good governance	Implement an individual performance management system up to supervisor level	Implementation up to Superintendent level	25	30	30	40	G2		
TL 30	Institutional Development and Corporate governance	% of the municipal budget spent on implementing its WSP by June 2014	% Of budget used for skills development	1%	1%	1%	1%	G		



# CHAPTER 4



## Component A: Municipal Workforce

### Number of Employees

The following **table 26** reflects the number of staff per category for the last three financial years:

Category	No of Employees (2011/12)	No of Employees (2012/13)	No of Employees (2013/14)
Legislators, senior officials, and managers	34	35	32
Clerks	116	118	127
Technicians and associate professionals	72	74	74
Craft and related trade workers	156	163	161
Elementary occupations	296	301	287
<b>Total:</b>	<b>674</b>	<b>691</b>	<b>681</b>

**Table 27: Staff Category per Directorate**

Directorate	Total	Legislators, Senior Officials and Managers	Clerks	Technicians and Associate Professionals	Craft and related Trade Workers	Elementary Occupations
Engineering Services	350	13	17	30	98	192
Chief Financial Officer	63	3	40	11	9	0
Strategy & Social Development Services	116	6	8	12	29	61
Corporate Services	147	8	60	20	25	34
Municipal Manager's Office	5	2	2	1	0	0
<b>Total: 2013/14</b>	<b>681</b>	<b>32</b>	<b>127</b>	<b>74</b>	<b>161</b>	<b>287</b>
<b>Total: 2012/13</b>	<b>691</b>	<b>35</b>	<b>118</b>	<b>74</b>	<b>163</b>	<b>301</b>
<b>Total: 2011/12</b>	<b>674</b>	<b>34</b>	<b>116</b>	<b>72</b>	<b>156</b>	<b>296</b>

### Personnel Services

Personnel Services form an integral part of the Corporate Services' and Langeberg Municipality's service delivery success. Operational efficiency and professionalism is of utmost importance, especially how the department is managed and how it functions. The department is responsible for the key areas discussed below.

### Recruitment and Selection

During 2013/14 **93** posts have been advertised, of which **82** were filled in 2013/14. Of these appointments, **76** were candidates from within the Langeberg municipal area.

The breakdown and representation regarding these appointments are as follows:

**Table 28: Recruitment and Selection:**

Category	Target 2011/12	Actual 2011/12	Target 2012/13	Actual 2012/13	Target 2013/14	Actual 2013/14
Coloureds	50%	64.4%	50%	63.2%	<b>50%</b>	<b>56.1%</b>
Africans	30%	26.4%	30%	17.9%	<b>30%</b>	<b>28%</b>
Whites	20%	9.2%	20%	18.9%	<b>20%</b>	<b>15.9%</b>
Employees with Disabilities	4%	3.4%	4%	2.1%	<b>4%</b>	<b>1.2%</b>

**Table 29: New Appointments per Employment Equity Categories: 2013/2014:**

Directorate	African	Coloured	Indian	White	Total	Female	Male
Engineering Services	10	17	0	6	<b>33</b>	3	30
Chief Financial Officer	3	11	0	0	<b>14</b>	6	8
Strategy & Social Development	4	6	0	3	<b>13</b>	8	5
Corporate Services	4	12	0	4	<b>20</b>	14	6
Municipal Manager's Office	2	0	0	0	<b>2</b>	1	1
<b>Total: 2013/14</b>	<b>23</b>	<b>46</b>	<b>0</b>	<b>13</b>	<b>82</b>	<b>32</b>	<b>50</b>
<b>Total: 2012/13</b>	<b>17</b>	<b>60</b>	<b>0</b>	<b>18</b>	<b>95</b>	<b>33</b>	<b>62</b>
<b>Total: 2011/12</b>	<b>23</b>	<b>56</b>	<b>0</b>	<b>8</b>	<b>87</b>	<b>20</b>	<b>67</b>

**Employee Wellness**

Langeberg Municipality has created a comprehensive Wellness Programme Unit to attend to the employees' social, mental, and physical health needs.

Some of the interventions by the department include:

- Free medical tests by LA health medical fund;
- Debt counseling, garnishee orders and financial planning sessions;
- Promotional Health Talk on Circumcision.

**Vacancy Rate**

The vacancy rate increased to 7.8% in the 2013/14 financial year, compared to 6.9% in 2012/13 and 6.6% in the 2011/12 financial year.

**Table 30: Vacancies per Job Category 2013/14:**

Directorate	Total	Legislators, senior officials and managers	Clerks	Technicians and associate professionals	Craft and related trade workers	Elementary occupations
Engineering Services	<b>22</b>	1	0	4	8	9
Chief Financial Officer	<b>4</b>	0	3	1	0	0
Strategy & Social Development	<b>17</b>	0	0	1	7	9
Corporate Services	<b>14</b>	0	1	7	2	4
Municipal Manager's Office	<b>1</b>	0		1	0	0
<b>Total:2013/14</b>	<b>58</b>	<b>1</b>	<b>4</b>	<b>14</b>	<b>17</b>	<b>22</b>
<b>Total:2012/13</b>	<b>51</b>	4	14	17	12	4
<b>Total: 2011/12</b>	<b>48</b>	7	9	12	13	7

## Employment Equity

The municipality's Employment Equity Policy is designed to:

- Promote equal opportunities and fair treatment to all in the workplace by eliminating unfair discrimination; and
- Implement affirmative action measures to redress the disadvantages in employment experienced by members from designated groups in the past.

The municipality has consistently complied with the legal requirement of preparing the Employment Equity Plan and Report in 2013/14. The Employment Equity Plan was developed, and the Employment Equity Report submitted on the 30 September 2013.

**Table 31: Total Employment Equity Statistics per Directorate as at 30 June 2014:**

Directorate	African	Coloured	Indian	White	Total	Female	Male
Engineering Services	96	203	0	51	<b>350</b>	46	304
Chief Financial Officer	16	33	0	14	<b>63</b>	33	30
Strategy & Social Development	28	73	0	15	<b>116</b>	34	82
Corporate Services	35	91	0	21	<b>147</b>	88	59
Municipal Managers Office	3	0	0	2	<b>5</b>	2	3
<b>Total: 2013/14</b>	<b>178</b>	<b>400</b>	<b>0</b>	<b>103</b>	<b>681</b>	<b>203</b>	<b>478</b>
<b>Total:2012/13</b>	<b>181</b>	<b>409</b>	<b>0</b>	<b>101</b>	<b>691</b>	<b>198</b>	<b>493</b>
<b>Total: 2011/12</b>	<b>183</b>	<b>393</b>	<b>0</b>	<b>98</b>	<b>674</b>	<b>189</b>	<b>485</b>

## Human Resources Policies

The following Human Resources policies have been implemented by the Langeberg Municipality:

- Employment Equity Policy
- Recruitment & Selection Policy
- Policy on Private work
- Policy on Temporary workers
- Long Service Recognition Policy
- Travel & Subsistence Allowance Policy
- Policy on Smoking
- HIV/AIDS Policy
- Policy on the Payment of Pro Rata Bonuses
- Policy on Personnel travelling between towns/ Relocation Allowance
- Policy on Exit Interviews
- Induction Policy
- Drug & Alcohol Abuse Policy
- Payment Policy
- Policy on the Employee Assistance Program
- Retirement Planning Policy
- Policy on Incapacity/ Poor Work Performance
- Overtime Policy
- Policy on Internal Bursaries
- Mentoring Policy
- Policy on the Code of Conduct and Political Activities of Municipal Employees
- Policy on the Motor Vehicle Traveling Allowance Scheme
- Policy on Internal Bursaries for Councillors

## Promotions

The information below in **Table 32** compares the number of employees that have been promoted during the past three financial years:

Directorate	Number of Promotions 2011/12	Number of Promotions 2012/13	Number of Promotions 2013/14
Service Integration	8	3	N/A
Engineering Services	6	7	11
Chief Financial Officer	4	3	3
Strategy & Social Development	0	2	2
Corporate Services	0	4	2
Municipal Manager's Office	0	0	1
<b>Total</b>	<b>18</b>	<b>19</b>	<b>19</b>

Employees at the Langeberg Municipality are not promoted automatically. All internal employees must apply for posts as advertised.

## Pension Funds

The Langeberg Municipality makes use of the following Pension and/or Retirement Funds:

- SALA Pension Fund
- Cape Retirement Fund
- Cape Joint Pension Fund
- SAMWU Provident Fund

## Medical Aid Schemes

Employees are able to choose from the following Medical Aid Funds:

- BONITAS
- HOSMED
- Key Health
- LA Health
- SAMWUMED

## Labour Relations

This department has the function of managing labour relations matters and dealing with occupational health and safety in the municipality.

**Table 33: Labour Relations issues recorded/investigated during 2013/14:**

Labour Relations issue	Number of Cases: 2011/12	Number of Cases: 2012/13	Number of Cases: 2013/14
Misconduct	101	113	154
Dismissals	12	14	20
Suspensions	6	5	9
<b>Total Cases</b>	<b>119</b>	<b>132</b>	<b>183</b>

### Occupational Health and Safety

The department is also responsible to ensure that operations and activities within the municipality comply with the provisions of the Occupational Health and Safety Act, 1993 as well as the different Regulations promulgated in terms of the said Act. To this end, a Legal Compliance Risk Audit and accompanying risk assessments have been conducted of all municipal buildings and facilities. In addition, safety inspections are regularly conducted in the various working areas within the municipality to take the necessary corrective action. Incident/accident investigations are conducted promptly in order to determine in respect of which activities work instructions and safe work procedures should be developed and implemented, to prevent the reoccurrence of incidents in the workplace. Furthermore, Health and Safety Committee Meetings are arranged on a monthly basis to address all health and safety issues raised at such meetings.

**Table 34: Incidents/accidents recorded and/or investigated during 2013/14:**

Directorate	Personal injury	Disease	Death
Engineering Services	61	0	0
Strategy and Social Development	7	0	0
Chief Financial Officer	0	0	0
Corporate Services	2	0	0
Municipal Manager's Office	0	0	0
<b>Total 2013/14</b>	<b>70</b>	<b>0</b>	<b>0</b>
Total 2012/13	82	0	0
Total 2011/12	88	0	0

## Component B: Managing the Municipal Workforce

### Section 57 Performance Bonuses

The performance evaluation for Section 57 managers forms the basis for rewarding outstanding performance. Performance bonuses are paid in line with the suggested calculator and provisions of the Local Government Municipal Performance Regulations for Municipal Managers and Managers directly Accountable to the Municipal Managers of 2006.

Name	Designation	Bonus Amount 2011/12	Bonus Amount 2012/13	Bonus Amount 2013/14
Mr IAB van der Westhuizen	Engineering Services	N/A	N/A	R 37 022.83
Mrs CO Matthys	Strategy & Social Development	N/A	N/A	R 37 022.83
Mr CF Hoffmann	Chief Financial Officer	R 105 832.32	R 74 844.64	R 40 054.07
Mr AWJ Everson	Corporate Services	R 105 832.32	R 74 844.64	R 40 054.07
Mr SA Mokweni	Municipal Manager	R 138 203.52	R 90 219.28	R 48 282.01
<b>Total Bonuses</b>		<b>R 349 868.16</b>	<b>R 239 908.56</b>	<b>R 202 435.81</b>

### Improved Performance Management

In 2013/2014 the municipality adopted a performance framework within the organisation up until the level of supervision. Implementation and monitoring thereof will be a targeted and continued focus in 2014/2015.



## Component C: Capacitating the Municipal Workforce

### Skills Development

As prescribed by legislation, the combined Workplace Skills Plan (WSP) was compiled in April 2014 and approved on 30 April 2014.

For the year under review (2013/14), the Langeberg Municipality trained 196 employees compared to 231 in the 2012/13 financial year.

**Table 35: Training per Job Category:**

Directorate	Total	Legislators, Senior Officials and Managers	Clerks	Technicians and Associate Professionals	Craft and Related Trade Workers	Elementary Occupations	Professionals
Engineering Services	113	0	0	11	47	55	0
Chief Financial Officer	1	0	0	0	1	0	0
Strategy & Social Development	45	1	1	2	13	28	0
Corporate Services	37	0	19	3	6	9	0
Municipal Manager's Office	0	0	0	0	0	0	0
<b>Total:2013/14</b>	<b>196</b>	<b>1</b>	<b>20</b>	<b>16</b>	<b>67</b>	<b>92</b>	<b>0</b>
<b>Total:2012/13</b>	<b>231</b>	<b>31</b>	<b>34</b>	<b>36</b>	<b>62</b>	<b>68</b>	<b>0</b>
<b>Total:2011/12</b>	<b>204</b>	<b>11</b>	<b>14</b>	<b>26</b>	<b>56</b>	<b>97</b>	<b>0</b>

### Skills Development Budget

The information below indicates the quantum of municipal budget allocated to skills development and the percentage spent:

Financial Year	Budget	Expenditure	Percentage Spent
2013/2014	R 566 250.00	R 565 996.00	99.9%
2012/2013	R 580 000.00	R 580 000.00	100%
2011/2012	R 580 000.00	R 402 599.00	69.4%

## MFMA Competencies

In terms of Section 83 (1) of the MFMA, the accounting officer, senior managers, chief financial officer, non-financial managers and other financial officials of a municipality must meet the prescribed financial management competency levels that are key to the successful implementation of the Municipal Finance Management Act. National Treasury has prescribed such financial management competencies in Government Notice 493, dated 15 June 2007.

To assist the above-mentioned officials to acquire the prescribed financial competencies, National Treasury, in collaboration with various stakeholders and role players in the local government sphere, developed an outcome-based NQF Level 6 qualification in municipal finance management. In terms of the Government Notice 493 of 15 June 2007, "(1) No municipality or municipal entity may, with effect 1 January 2013, employ a person as a financial official if that person does not meet the competency levels prescribed for the relevant position in terms of these Regulations."

A total of 45 employees were identified to obtain the abovementioned qualification and prescribed competencies. 18 officials have already completed the training, 20 are currently busy and 10 still need to undergo the training.

**Table 36** below provides details of the financial competency development progress as required by the notice:

<b>Financial Competency Development: Progress Report</b>				
<b>Description</b>	<b>Total number of officials employed i.t.o. Regulation 14(4)(a) and (c)</b>	<b>Competency assessments completed i.t.o. Regulation 14(4)(b) and (d)</b>	<b>Total number of officials whose performance agreements comply with Regulation 16 Regulation 14(4)(f)</b>	<b>Total number of officials that meet prescribed competency levels i.t.o. Regulation 14(4)(e)</b>
<b>Financial Officials</b>				
Accounting Officer	1	1	1	1
Chief Financial Officer	1	1	1	1
Senior Managers	31	15	4	15
Any other financial officials	12	1	-	1
<b>Supply Chain Management Officials</b>				
Heads of Supply Chain Management Units	0	0	-	0
Supply Chain Management Senior Managers	-	-	-	-
<b>TOTAL</b>	<b>45</b>	<b>18</b>	<b>6</b>	<b>18</b>

## Induction

All new appointments are taken through the induction process. In the 2013/2014 financial year, sixty (60) newly appointed employees went through a one-day induction course, as compared to sixty seven (67) in 2012/13 and seventy two (72) in the 2011/12 financial year. The induction covered the following courses:

- Human Resources processes and procedures
- Labour Relations processes and procedures
- The organization's mission and values
- Organizational structure
- Legislative environment
- Rules for clean administration
- Training and development
- Safety in the workplace
- Work ethics
- Batho Pele Principles

## Learnerships and Bursaries

A total of seven (7) learners were recorded to have received training through Learnerships in 2013/2014, compared to 6 Learnerships recorded in 2012/13 financial year.

The municipality granted fourteen (14) internal bursaries in the 2013/14 financial year compared to twenty (20) internal bursaries in 2012/13.

**Table 37 : Bursaries per Directorate**

Directorate	Number of Beneficiaries 2011/12	Number of Beneficiaries 2012/13	Number of Beneficiaries 2013/14
Service Integration	2	0	N/A
Engineering Services	4	12	2
Chief Financial Officer	6	4	2
Strategy & Social Development	0	2	3
Corporate Services	2	2	7
Municipal Manager's Office	3	0	0
<b>Total</b>	<b>17</b>	<b>20</b>	<b>14</b>

## Component D: Managing the Municipal Workforce Expenditure

### Personnel Expenditure

Table 38: Trends of Personnel Expenditure compared to Operating Expenditure:

Financial Year	Salaries	Expenditure	Percentage
2013/2014	R127 757 418	R440 893 748	28.98%
2012/2013	R 118 437 567	R 403 091 717	29.38%
2011/2012	R 108 706 604	R 380 162 067	28.59%



# CHAPTER 5





# CHAPTER 6



**Ashton Municipal Offices**

28 Main Road  
6715  
023 615 8000

**Bonnievale Municipal Offices**

Hoofweg  
6730  
023 616 8000

**McGregor Municipal Offices**

24 Voortrekker Road  
6708  
023 625 1630

**Montagu Municipal Offices**

03 Piet Retief Street  
6720  
023 614 8000

**Robertson Municipal Offices**

52 Church Street  
6705  
023 626 8200



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Langeberg Municipality